TOSHIBA

MULTIFUNCTIONAL DIGITAL SYSTEMS

Setup Guide for Scanning Functions

e-STUDIO165/205

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Preface

Thank you for purchasing the TOSHIBA multifunctional digital system e-STUDIO165/205.
This ***Setup Guide for Scanning Functions*** is a manual for the e-STUDIO165/205 when the following option is installed:

- Network Printer Kit
- Scanner Upgrade Kit
- External Keyboard

This section also explains about functions available with the above options and the Fax Kit (optional).
This ***Setup Guide for Scanning Functions*** describes the following:

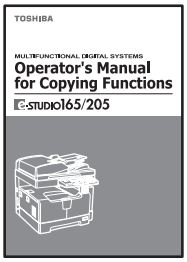
- Scan-related settings using the control panel of this equipment
- Settings and management of this equipment from a computer using TopAccess

Be sure to read this manual before using the e-STUDIO165/205 to fully understand and utilize its functions. Keep this manual handy and retain it for future reference.

Lineup of Our Manuals

These manuals are provided for the operation of the e-STUDIO165/205. Select and read the manual best suited to your needs.

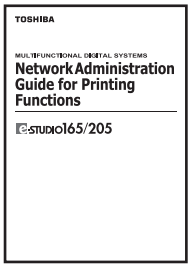
TOSHIBA multifunctional digital system e-STUDIO165/205



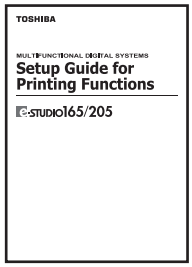
Operator's Manual for Copying Functions
This manual describes the basic operations, mainly copying functions, of this equipment. It also describes safety precautions to ensure correct and safe use of this equipment. Be sure to read this before you use the equipment.

Network Printer Kit (optional, GA-1190)

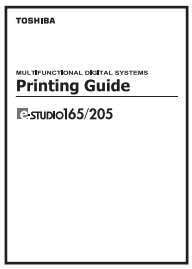
Quick Start Guide for Printing Functions
This manual describes the operation of the equipment when the Network Printer Kit (optional) is installed on it. This also explains about the accessories, conditions required for network systems, connecting method of the network, general description of network settings and troubleshooting.



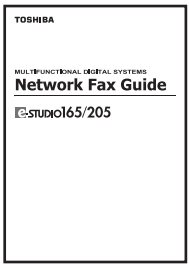
Network Administration Guide for Printing Functions (PDF)
This manual is only for the equipment on which the Network Printer Kit (optional) is installed. This provides you with setup procedures by the type of platforms or networks you are utilizing, and also setup procedures for network servers to enable various network services.



Setup Guide for Printing Functions (PDF)
This manual is only for the equipment on which the Network Printer Kit (optional) is installed. The manual consists of the following 2 parts:
Settings Using Control Panel:
This part describes the printer-related settings using the [PRINTER] and [USER FUNCTIONS] buttons on the control panel of this equipment.
Settings Using TopAccess:
This part describes how to set up this equipment from your computer through a network using a web-based utility TopAccess. This also explains about functions to check the current status of this equipment.



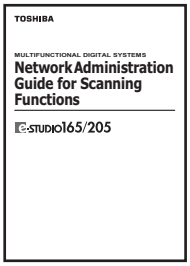
Printing Guide (PDF)
This manual is only for the equipment on which the Network Printer Kit (optional) is installed. This describes how to install client software for printing data to your computer. This also describes how to print data sent from your computer to this equipment.



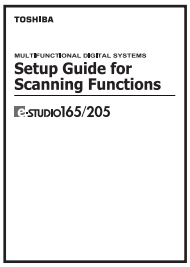
Network Fax Guide (PDF)
This manual is only for the equipment on which the Fax Kit (optional), the External Keyboard (optional) and the Network Printer Kit (optional) are installed. This explains about the network Fax functions, which enable Fax transmissions from a client computer through a network.

Scanner Upgrade Kit (optional, GA-1200)

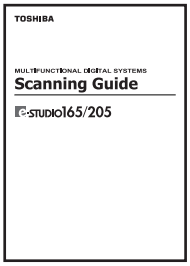
Quick Start Guide for Scanning Functions (PDF)
This manual is for equipment on which the Network Printer Kit (optional), the Scanner Upgrade Kit (optional) and the External Keyboard (optional) are installed. This also explains about the accessories, general description of the scanner-related settings and troubleshooting.



Network Administration Guide for Scanning Functions (PDF)
This manual is for equipment on which the Network Printer Kit (optional), the Scanner Upgrade Kit (optional) and the External Keyboard (optional) are installed. This provides you with the setup procedures of this equipment by the type of functions you are utilizing.



Setup Guide for Scanning Functions (PDF) (This manual)
This manual is for equipment on which the Network Printer Kit (optional), the Scanner Upgrade Kit (optional) and the External Keyboard (optional) are installed. The manual consists of the following 2 parts:
Settings Using Control Panel:
This part describes the scanner-related settings using the [USER FUNCTIONS] button on the control panel of this equipment.
Settings Using TopAccess:
This part describes how to set up this equipment from your computer through a network using the web-based utility TopAccess. This also explains about functions to check the current status of this equipment.



Scanning Guide (PDF)
This manual is for equipment on which the Network Printer Kit (optional), the Scanner Upgrade Kit (optional) and the External Keyboard (optional) are installed. This describes how to install the TWAIN driver or how to utilize various scanning functions.

To read manuals of PDF (Portable Document Format) files

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Before Reading This Manual

Signal in this manual

To ensure correct and safe use of this equipment, this operator's manual describes safety precautions according to the three levels shown below.
You should fully understand the meaning and importance of these items before reading this manual.

Warning	Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding assets.
Caution	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.
Note	Indicates information to which you should pay attention when operating the equipment.

Other than the above, this manual also describes information that may be useful for the operation of this equipment with the following signal:

Tip	Describes handy information that is useful to know when operating the equipment.
🕮	Pages describing items related to what you are currently doing. See these pages as required.

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CONTENTS

Software License Agreement **2**

Preface **5**

Lineup of Our Manuals **6**

To read manuals of PDF (Portable Document Format) files 8

Before Reading This Manual **9**

Signal in this manual 9

Trademarks 9

Chapter 1 OVERVIEW

Overview **16**

Contents 16

Use environments of TopAccess 17

Chapter 2 BASIC OPERATIONS ON SCREENS (EQUIPMENT)

Various Screens **20**

Basic Operations on Each Screen **22**

To select mode main screen 22

To select each menu 23

To key in digits 25

Chapter 3 SETTING TEMPLATES (EQUIPMENT)

To Enable Templates **28**

Chapter 4 PRINTING LISTS (EQUIPMENT)

To Print Lists **30**

Configuration Page 30

Menu List 31

Chapter 5 The mode of TopAccess

The mode of TopAccess **34**

End User Mode 34

Administrator Mode 35

Chapter 6 TopAccess REGISTRATION TAB PAGE

Checking Public Templates 38
Checking public templates from the “Panel View” 38
Checking public templates from the “List View” 39

Managing Address Book 40
Managing contacts in the address book 40
Managing groups in the address book 44

Managing Mailboxes 47
Setting up an Open Mailbox 48
Deleting an Open Mailbox 55

Managing Inbound FAX Routing By TSI 57
Setting up Inbound FAX routing by TSI 57
Deleting Inbound FAX routing by TSI 66

Chapter 7 TopAccess COUNTER TAB PAGE

Viewing Counters 70
Displaying the total counter 70
Displaying the department counter 71

Chapter 8 TopAccess ADMINISTRATION TAB PAGE - SETUP MENU (Scanning Function)

Setting up Network Settings (Scanning Function) 74
Setting up the SMTP Client 76
Setting up the SMTP Server 77
Setting up the POP3 Network Service 78
Setting up the FTP Client 79

Setting up Save As File Settings 80
Setting up Remote 1 and Remote 2 81

Setting up Email Settings 83
Email Settings 84

Setting up InternetFax Settings 86
InternetFax Setting 87

Setting up Print Service Settings (Scanning Function) 89
Setting up the Email Print 90

Displaying Version Information 92

Chapter 9 TopAccess ADMINISTRATION TAB PAGE - MAINTENANCE MENU

About the Maintenance Functions 94

Switching Languages 95

Backing up Data 97

Restoring Data from Backup File 100

Setting up Notification Functions 103

Importing Address Book Data 105

Exporting Address Book Data 108

Exporting Department Code Data 110

Chapter 10 TopAccess ADMINISTRATION TAB PAGE - REGISTRATION MENU

About Registration Functions 114

Registering Public Templates 115

Panel Setting 119
Destination Setting (Public Template) 120
Email Setting (Public Template) 123
Save As File Setting (Public Template) 124
TWAIN Setting 125
Scan Setting 126
Resetting Public Templates 127

Registering Fax and InternetFax Received Forward 130

Destination Setting (Fax/InternetFax Received Forward) 132
Email Setting (Fax/InternetFax Received Forward) 135
Save As File Setting (Fax/InternetFax Received Forward) 136

Chapter 11 MANAGING DEPARTMENT CODES ON TopAccess (FOR ADMINISTRATORS)

Managing Department Codes (For Administrators) 140

Chapter 12 APPENDIX

List Print Format 142

INDEX 145

1

OVERVIEW

This chapter describes the contents of this manual and the required use environments of TopAccess.

Overview 16
Contents 16
Use environments of TopAccess 17

Overview

Contents

This manual consists of the following 2 parts:

- Scan-related settings using the control panel of this equipment
- Settings and management of this equipment from a computer using TopAccess

Scan-related settings using the control panel of this equipment

The former part of this manual describes how to set up scan-related items and how to print lists using the PRINTER] and [USER FUNCTIONS] buttons of the control panel.

See the following chapters for your reference:

Chapter 2 BASIC OPERATIONS ON SCREENS (EQUIPMENT)
Describes the basic operations on the control panel screens of this equipment.
📖 P.19 “BASIC OPERATIONS ON SCREENS (EQUIPMENT)”

Chapter 3 SETTING TEMPLATES (EQUIPMENT)
Describes how to set a template using the control panel of this equipment.
📖 P.27 “SETTING TEMPLATES (EQUIPMENT)”

Chapter 4 PRINTING LISTS (EQUIPMENT)
Describes how to print the scan-related lists from the control panel of this equipment.
📖 P.29 “PRINTING LISTS (EQUIPMENT)”

Scan-related settings and management of this equipment using TopAccess

The latter part of this manual describes how to set up and manage this equipment from your computer through a network using a web-based utility TopAccess. TopAccess has 2 access levels; the end user level and administrator level. All the setting and maintenance functions of TopAccess can be utilized in the administrator level.
The following functions of this equipment are described:

- Scanning functions
- Scanning functions with the Fax Kit (optional) installed

See the following pages for your reference:

Chapter 5 The mode of TopAccess
Describes the mode of TopAccess when the Scanner Upgrade Kit and the Extension Key Board are installed.
📖 P.33 “The mode of TopAccess”

Chapter 6 TopAccess REGISTRATION TAB PAGE
Describes how to check the templates and manage the address book, Mailboxes and Fax receiving and forwarding on the TopAccess Registration tab page.
📖 P.37 “TopAccess REGISTRATION TAB PAGE”

Chapter 7 TopAccess COUNTER TAB PAGE
Describes how to display total counters on the TopAccess Counter tab page.
📖 P.69 “TopAccess COUNTER TAB PAGE”

Chapter 8 TopAccess ADMINISTRATION TAB PAGE-SETUP MENU
Describes the scanning setup done by the TopAccess administrator.
📖 P.73 “TopAccess ADMINISTRATION TAB PAGE - SETUP MENU (Scanning Function)”

Chapter 9	TopAccess ADMINISTRATION TAB PAGE-MAINTENANCE MENU Describes the maintenance of TopAccess performed by the TopAccess administrator. 🕮 P.93 “TopAccess ADMINISTRATION TAB PAGE - MAINTENANCE MENU”
Chapter 10	TopAccess ADMINISTRATION TAB PAGE-REGISTRATION MENU Describes the registration of TopAccess performed by the TopAccess administrator. 🕮 P.113 “TopAccess ADMINISTRATION TAB PAGE - REGISTRATION MENU”
Chapter 11	MANAGING DEPARTMENT CODES ON TopAccess (FOR ADMINISTRATORS) Describes management of department codes by an administrator. 🕮 P.139 “MANAGING DEPARTMENT CODES ON TopAccess (FOR ADMINISTRATORS)”

Tip

For the lists printed by this equipment, see “Appendix”.
🕮 P.141 “APPENDIX”

Use environments of TopAccess

To operate a web-based utility TopAccess, this equipment must be properly connected to a network and also TCP/IP protocol and HTTP network server service must be properly configured. When these configurations are completed, you can access the website of TopAccess using web browsers such as Netscape Navigator or Internet Explorer.

Note

TCP/IP protocol and HTTP network server service must be configured on the equipment prior to using TopAccess.

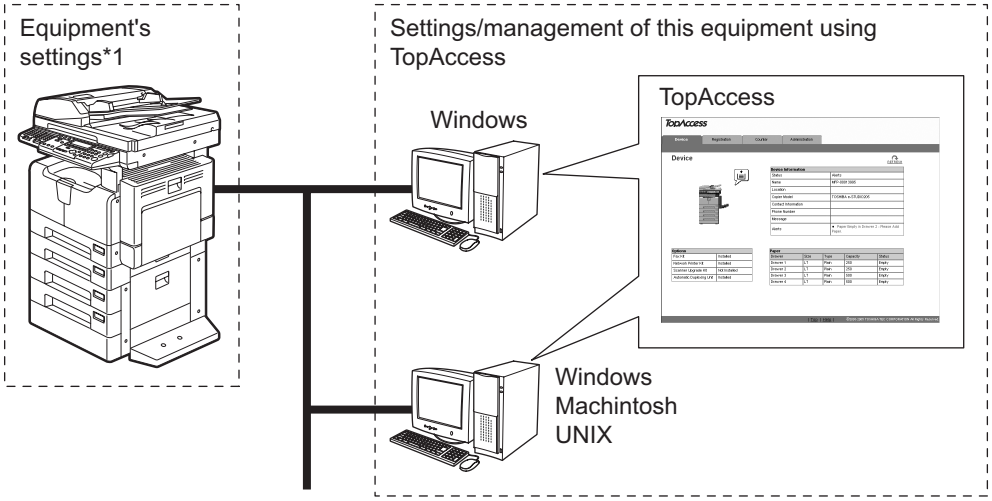
TopAccess can be used under Windows, Macintosh and UNIX environments. Use the following browsers to view TopAccess website:

Windows
- Internet Explorer 5.5 or later
- Netscape Navigator 7.02 or later

Macintosh
- Netscape Navigator 7.02 or later

Unix
- Netscape Navigator 7.02 or later

Settings on equipment side and settings/management of this equipment using TopAccess:



*1 TCP/IP and HTTP must be configured on the equipment prior to using TopAccess.

TopAccess is a web-based utility to set or manage the equipment on the screen of your computer using a web browser. TopAccess can be utilized in a network environment (Windows, Macintosh and UNIX) in which any web browser can run.

2

BASIC OPERATIONS ON SCREENS (EQUIPMENT)

This chapter describes the basic operations on the control panel screens of this equipment.

Various Screens 20

Basic Operations on Each Screen 22

To select mode main screen 22
To select each menu 23
To key in digits 25

Various Screens

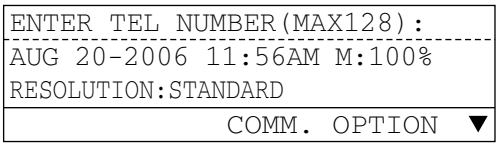
Major screens appearing on the control panel LCD of this equipment are shown below.

Ready Screen (“Copy mode” main screen)

This screen appears a few tenths of a second after you turn the power of this equipment ON. The copying functions can be used.
This screen appears also when you have pressed the [COPY] button to switch the equipment into the copy mode from other modes.

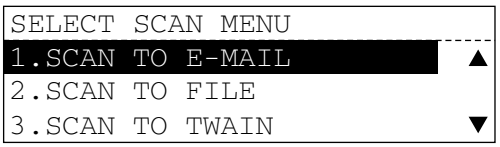
Tip

If the ready screen is set for the Fax functions, the screen below appears after you turn the power ON.
Ready screen for Fax functions (“Fax mode” main screen):



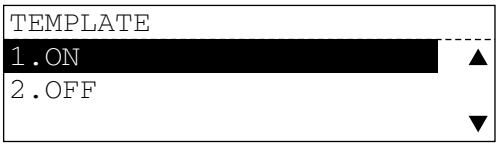
Mode Main Screens

The mode selection main screens are 5 screens; the “copy mode” main screen, “printer mode” main screen, “scan mode” main screen, “user functions mode” main screen, and “Fax mode” main screen. In these main screens, menus selectable in the subject mode appear.
To select and operate the mode selection main screen for the printer mode, see the following pages:
📖 P.22 “To select mode main screen”
Example of “scan mode” main screen:



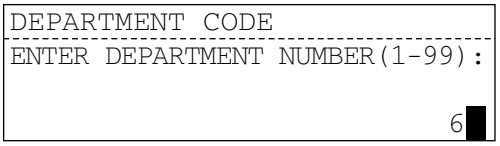
Menu Selection Screen

This screen appears when you select desired menus or items. The name of the menus, sub-menus or items are displayed in this screen.
Example of “ON/OFF” selection screen:



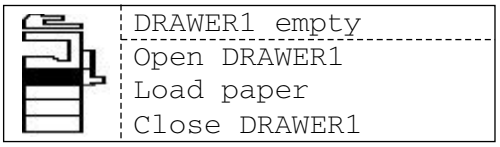
Digit Entry Screen

This screen appears when you key in any digits. Enter digits using the digital keys on the control panel.



Error Message Screen

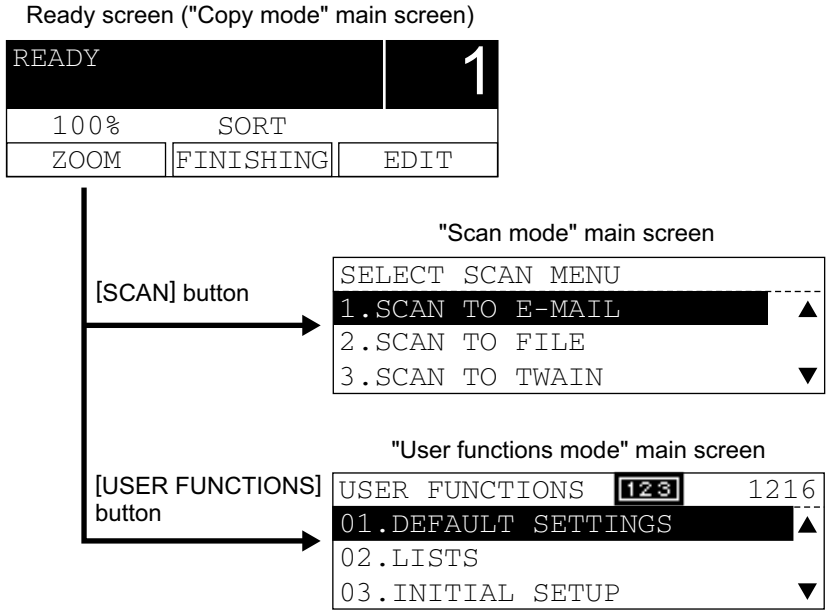
This screen appears when an error has occurred.



Basic Operations on Each Screen

To select mode main screen

When you press the mode selection button (= [SCAN] or [USER FUNCTIONS]) in the ready screen displayed after power-ON, the main screen for each mode appears.



Tip

If the ready screen is set for the Fax functions, the “Fax mode” main screen appears as the ready screen.

[USER FUNCTIONS] button and screen transition:

- When you press the [USER FUNCTIONS] button while you are operating the copy or scan menu, the screen shifts to the “user function” main screen.
- When you press the [USER FUNCTIONS] button while you are operating the user functions menu, the screen returns to the previously selected main screen, i.e. the ready screen (“copy mode” main screen) or “scan mode” main screen.
  Also, if you press the [CANCEL] button when the “user function” main screen is displayed, the screen returns to the previously selected main screen.

[SCAN] button and screen transition:

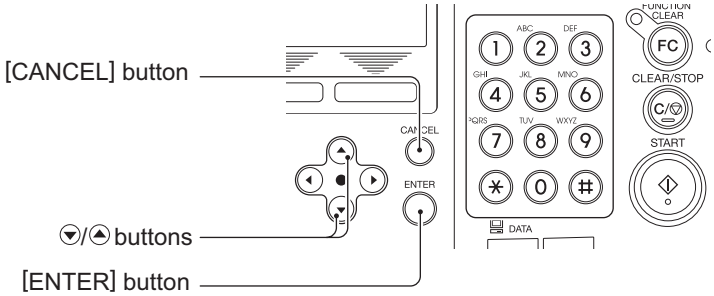
When you press the [SCAN] button while you are operating each menu, the screen shifts to the “scan mode” main screen.
For example, when you press it while you are operating the user functions menu, the “scan mode” main screen appears.

To return to main screen for each mode:

If you press the [FUNCTION CLEAR] button while you are operating each menu, the screen returns to the main screen for the current mode.

To select each menu

You can select the desired menu or item in the menu selection screen.



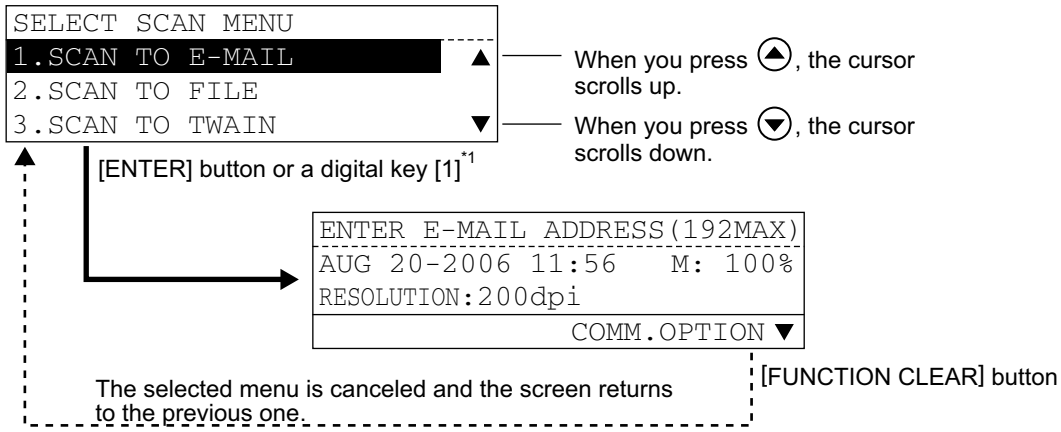
Button	Function
▲ / ▼	Press these buttons to select menus or items. The cursor moves to the menu or item selected. The selected menu or item is highlighted. When you press ▲, the cursor scrolls up. When you press ▼, it scrolls down.
[ENTER]	Press this button to execute the selected menu or item.
[CANCEL]	Press this button to cancel the selected operation. The screen returns to the previous one. (If you press this several times, the screen returns to the main screen for the current mode.)

Note

The menus displayed in the screen differ depending on which options are installed. Some menus displayed in the menu selection screen shown in this manual may not be displayed in the actual screen, if the corresponding option is not installed.

Example of menu selection

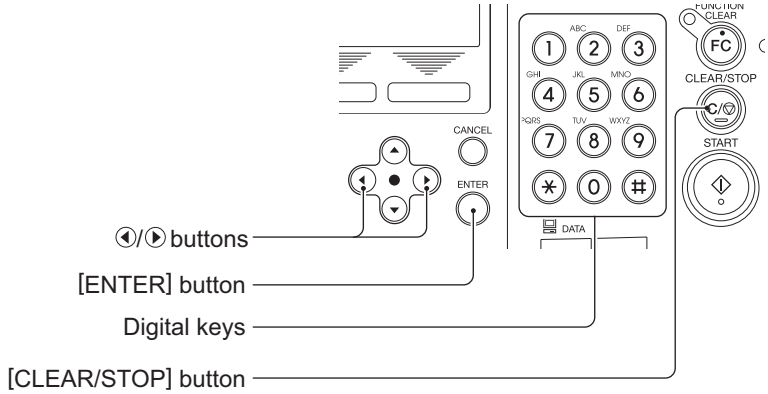
The menu selection procedure to cancel a scan job in the “scan mode” main screen is shown below.


SELECT SCAN MENU
1.SCAN TO E-MAIL
2.SCAN TO FILE
3.SCAN TO TWAIN
When you press ▲, the cursor scrolls up.
When you press ▼, the cursor scrolls down.
[ENTER] button or a digital key [1]*1
ENTER E-MAIL ADDRESS(192MAX)
AUG 20-2006 11:56 M: 100%
RESOLUTION:200dpi
COMM.OPTION ▼
[FUNCTION CLEAR] button
The selected menu is canceled and the screen returns to the previous one.

*1 Each menu in this equipment has a serial number. When you key in the first 1 or 2 digits of the serial number, you can immediately select this menu. (In other words, this procedure substitutes for the entry by pressing ▲ / ▼ and the [ENTER] button.) With this function, you can select a menu located at the bottom of the hierarchical menu-tree structure by entering a series of numbers (e.g. “03” “03” “02”).

To key in digits

You can enter digits using the digital keys.



Button /Digital key	Function
Digital Keys	Press these keys to enter digits when the digit entry screen is displayed.
[ENTER]	Press this button to determine the digits keyed in.
◀ / ▶	Press these buttons to move the cursor to the right or left. When you press ◀, the cursor moves to the left. When you press ▶, it moves to the right. When you want to correct a digit already keyed in, move the cursor to the digit and then key in a new digit. The digit is replaced with a new one.
[CLEAR/STOP]	Digits keyed in are all cleared.

3

SETTING TEMPLATES (EQUIPMENT)

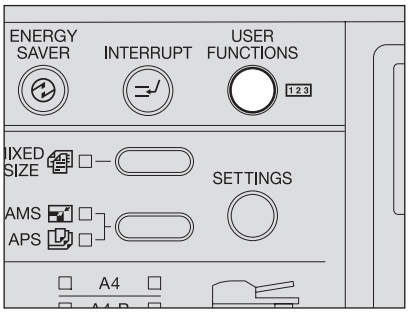
This chapter describes how to set a template using the control panel of this equipment

To Enable Templates 28

To Enable Templates

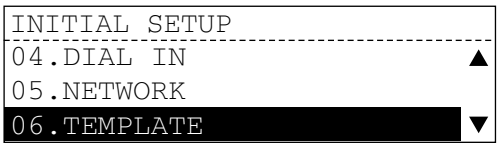
You can set the use of templates.

1 **Press the [USER FUNCTIONS] button.**



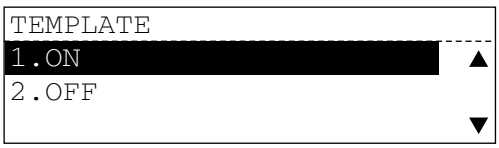
2 **Press ▲ or ▼ to select "INITIAL SETUP" and press the [ENTER] button.**

3 **Press ▲ or ▼ to select "TEMPLATE" and press the [ENTER] button.**



4 **Press ▲ or ▼ to select "ON" and press the [ENTER] button.**

The screen returns to the menu in step 3.



5 **Press the [CANCEL] or [FUNCTION CLEAR] button to return to the "user function mode" main screen.**

4

PRINTING LISTS (EQUIPMENT)

This chapter describes how to print scan-related lists from the control panel of this equipment.

To Print Lists 30
Configuration Page 30
Menu List.....31

To Print Lists

You can print the scan-related lists shown below in the “user functions mode”.

- Configuration page
- Menu List

Tips

- For each list mentioned above, see the following page:
  P.142 “List Print Format”
- For examples of the lists below, see the ***Setup Guide for Printing Functions***.
  - NIC status page
  - PS font list
  - PCL font list

Note

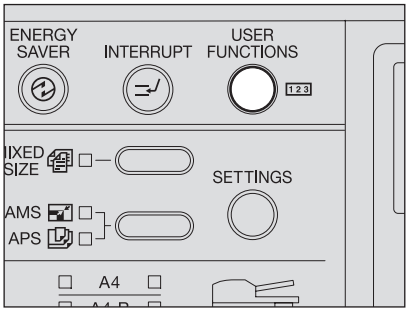
List printing is not possible when this equipment is actually printing a job. In this case, “Not allowed now” appears. Attempt list printing again after the completion of the print job.

Configuration Page

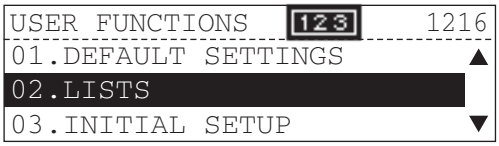
You can print out the setting status of the Network Printer Kit (optional) and the Scanner Upgrade Kit (optional).

1 Press the [USER FUNCTIONS] button.

The “user functions mode” main screen appears.

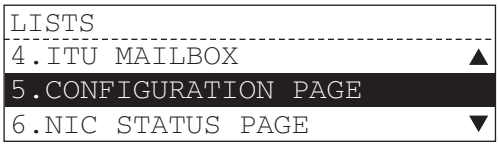


2 Press ▲ or ▼ to select LISTS, and then press the [ENTER] button.



3 Press ▲ or ▼ to select CONFIGURATION PAGE, and then press the [ENTER] button.

“Printing accepted” appears and the configuration page is printed out. The screen returns to the one shown in step 2.

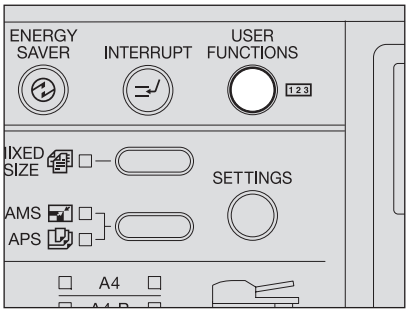


Menu List

You can print out the menu list in the setting status when the Scanner Upgrade Printer Kit (optional) is installed.

1 **Press the [USER FUNCTIONS] button.**

The “user functions mode” main screen is displayed.



2 **Press ▲ or ▼ to select MENU LIST, and then press the [ENTER] button.**

“Printing accepted” appears and the menu list is printed out.

5

The mode of TopAccess

This chapter describes the mode of TopAccess when the Scanner Upgrade Kit and the Extension Key Board are installed.

The mode of TopAccess.....34
End User Mode.....34
Administrator Mode.....35

The mode of TopAccess

TopAccess has two access levels: the end user level and the administrator level. The administrator can configure all settings available and can perform maintenance operations.

Tips

- For detailed explanation on TopAccess, see the following page:
  📖 P.17 “Use environments of TopAccess”
- Display and setting items for Fax are available only when the Fax Kit (optional) is installed in this equipment.

Note

When the setting or operation given in this manual is performed, do not turn the power of the equipment OFF until the TopAccess screen is automatically updated.

End User Mode

The following settings and management are available in the end user mode:

- Managing address book (Registration tab page)
  On the Registration tab page, you can add or edit destinations (contact names) of the address book and you can confirm templates.
  📖 P.37 “TopAccess REGISTRATION TAB PAGE”
- Managing counters (Counter tab page)
  On the Counter tab page, you can view the current values of the total counters.
  📖 P.69 “TopAccess COUNTER TAB PAGE”

Administrator Mode

Only a person who has an administrator privilege can access this mode. To use the administrator mode, the administrator's password should be entered.

- Various settings and maintenance operations by the administrator (Administration tab)
  Setup menu:
  - General setting
  - Network setting
  - Copier setting
  - Fax setting
  - Save as file setting
  - Email setting
  - InternetFax setting
  - Printer setting
  - Print service setting

  📖 P.73 "TopAccess ADMINISTRATION TAB PAGE - SETUP MENU (Scanning Function)"

  Maintenance menu:
  - Installation of language
  - Backup (Address book, Template)
  - Restore (Address book, Template)
  - Notification
  - Import (Address book)
  - Export (Address book, Department code data)

  📖 P.93 "TopAccess ADMINISTRATION TAB PAGE - MAINTENANCE MENU"

  Registration menu:
  - Public Templates
  - Fax Received Forward
  - InternetFax Received Forward

  📖 P.113 "TopAccess ADMINISTRATION TAB PAGE - REGISTRATION MENU"

- Managing department codes (Counter tab page)
  The administrator can view all of the registered department codes. The total counter of each code is displayed in the department code list.
  📖 P.139 "MANAGING DEPARTMENT CODES ON TopAccess (FOR ADMINISTRATORS)"

6

TopAccess REGISTRATION TAB PAGE

This chapter describes how to confirm the public templates and manage the address book, Mailboxes and Inbound FAX routing by TSI on the TopAccess Registration tab page.

Checking Public Templates 38
- Checking public templates from the “Panel View” 38
- Checking public templates from the “List View” 39

Managing Address Book 40
- Managing contacts in the address book 40
- Managing groups in the address book 44

Managing Mailboxes 47
- Setting up an Open Mailbox 48
- Deleting an Open Mailbox 55

Managing Inbound FAX Routing By TSI 57
- Setting up Inbound FAX routing by TSI 57
- Deleting Inbound FAX routing by TSI 66

Checking Public Templates

Public templates of this equipment can be checked in the Template menu of the Registration tab either from the “Panel View” or “List View”.
📖 P.38 “Click the Registration tab and the Template menu.”
📖 P.39 “Click the Registration tab and the Template menu.”

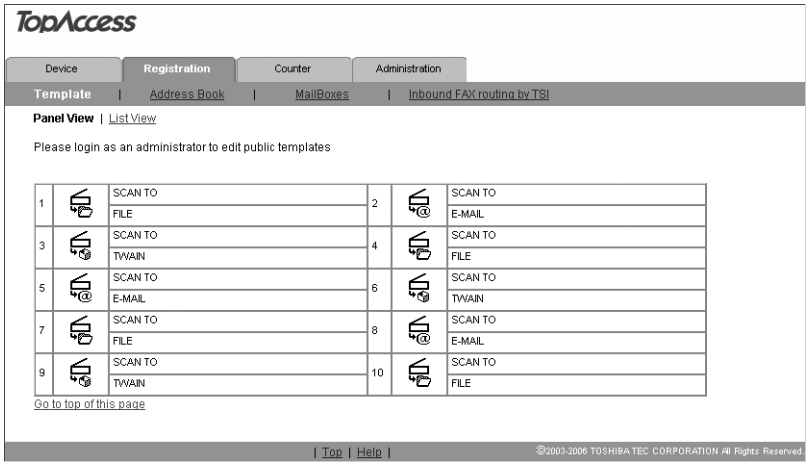
Tip

Public templates can be registered in the Registration menu of the Administration tab.
📖 P.115 “Registering Public Templates”

Checking public templates from the “Panel View”

1 Click the Registration tab and the Template menu.

2 Click the “Panel View” submenu.


TopAccess
Device
Registration
Counter
Administration
Template | Address Book | MailBoxes | Inbound FAX routing by TSI
Panel View | List View
Please login as an administrator to edit public templates
1 SCAN TO FILE
2 SCAN TO E-MAIL
3 SCAN TO TWAIN
4 SCAN TO FILE
5 SCAN TO E-MAIL
6 SCAN TO TWAIN
7 SCAN TO FILE
8 SCAN TO E-MAIL
9 SCAN TO TWAIN
10 SCAN TO FILE
Go to top of this page
| Top | Help |
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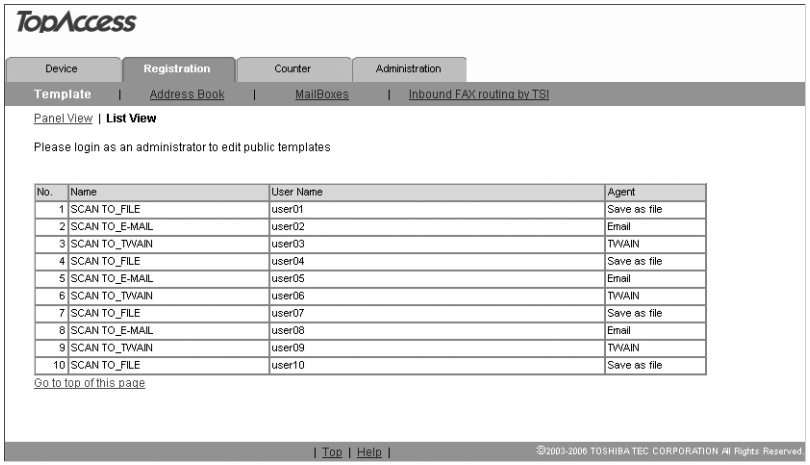
The public template list is displayed in the “Panel View”.

Checking public templates from the “List View”

1 **Click the Registration tab and the Template menu.**

2 **Click the “List View” submenu.**


TopAccess
Device
Registration
Counter
Administration
Template | Address Book | MailBoxes | Inbound FAX routing by TSI
Panel View | List View
Please login as an administrator to edit public templates
No. Name User Name Agent
1 SCAN TO_FILE user01 Save as file
2 SCAN TO_E-MAIL user02 Email
3 SCAN TO_TWAIN user03 TWAIN
4 SCAN TO_FILE user04 Save as file
5 SCAN TO_E-MAIL user05 Email
6 SCAN TO_TWAIN user06 TWAIN
7 SCAN TO_FILE user07 Save as file
8 SCAN TO_E-MAIL user08 Email
9 SCAN TO_TWAIN user09 TWAIN
10 SCAN TO_FILE user10 Save as file
Go to top of this page
| Top | Help |
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The public template list is displayed in the “List View”.

Managing Address Book

This equipment comes with the Address Book feature that enables users to manage who receives Fax and InternetFax transmission.
In the Address Book menu page at the Registration tab in TopAccess, you can add, edit and delete recipient information, such as Email addresses and Fax numbers.You can also create groups to which multiple contacts can be assigned.
📖 P.40 “Managing contacts in the address book”
📖 P.44 “Managing groups in the address book”

Tip

Address Book can be also managed using the Control Panel. See the ***Operator’s Manual for Facsimile Functions*** or ***Scanning Guide***.

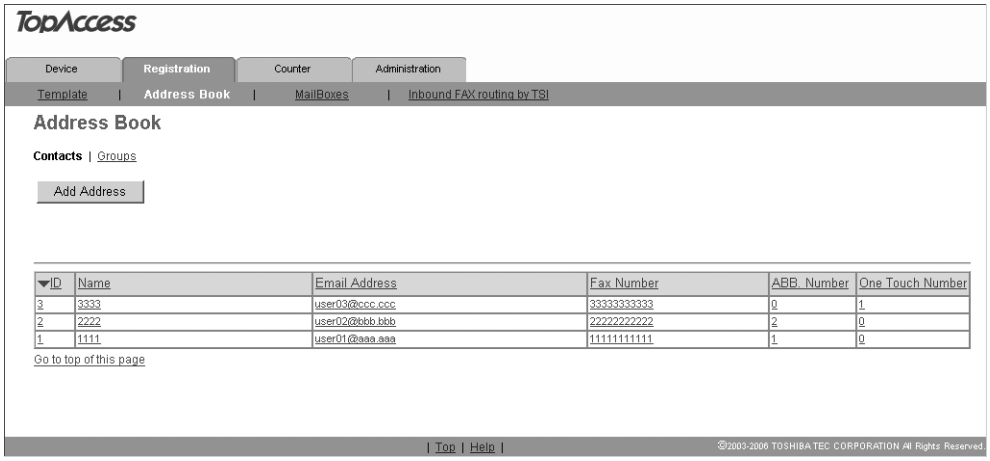
Managing contacts in the address book

You can add or edit a contact by entering recipient information. You can also delete the contact from the Address Book.
📖 P.40 “Adding or editing a contact”
📖 P.43 “Deleting a contact”

Adding or editing a contact

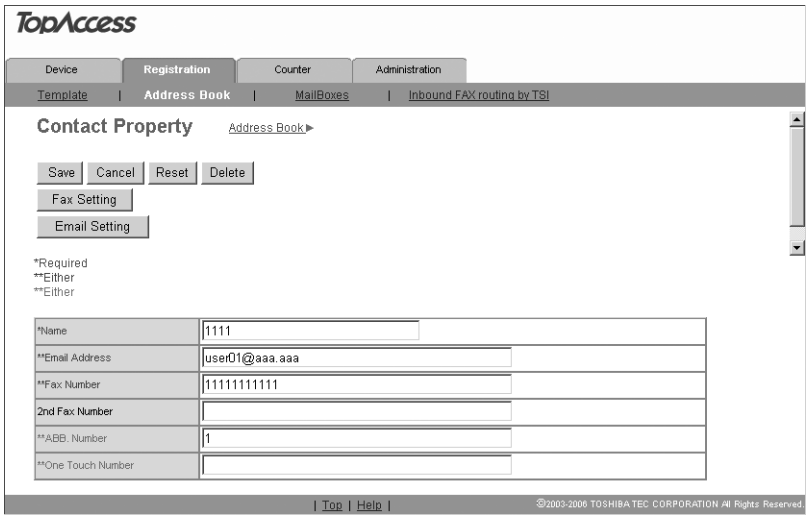
1 Click the Registration tab and the Address Book menu.
The Address Book menu page is displayed.

2 Click [Add Address] to add new contact, or click the contact link that you want to edit in the contacts list.



The Contact Properties page is displayed.

3 Enter following items to specify the recipient information.



Name — Enter the name of the recipient. You can enter up to 20 letters.
Email Address — Enter the email address of the recipient. You can enter up to 192 letters.
Fax Number — Enter the Fax number of the recipient. You can enter up to 128 letters. (“Space” and parentheses “ (“ or”) ” cannot be used.)
2nd Fax Number — Enter the 2nd Fax number of the recipient. You can enter up to 128 letters. (“Space” and parentheses “ (“ or ”)” cannot be used.)
ABB Number — Key in the abbreviated number of the recipient. (Up to 300 abbreviation numbers. You can specify a different number between 1 to 999.)
One Touch Number — Key in the one-touch number of the recipient. (Up to 75 different numbers.)

Notes

- To register contact information, you must enter the “Name” and either the “Email Address” or “Fax Number”. Also you must key in either of “ABB. Number” or “One Touch Number”.
- For “ABB Number” and "One Touch Number”, if "One Touch Number” is registered first, “ABB Number” cannot be added afterward.

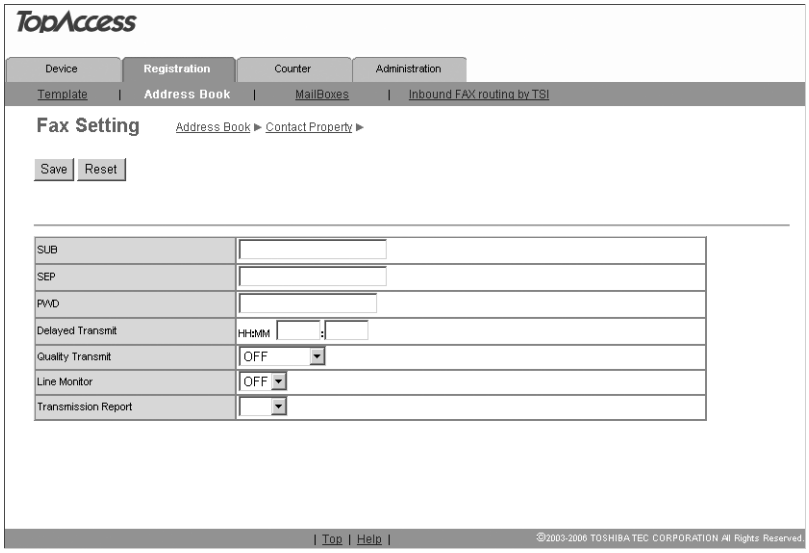
Tips

- You can clear the entered values in each field by clicking [Reset].
- You can cancel adding or editing a contact by clicking [Cancel].

4 Click [Fax Setting].

The Fax Settings page is displayed.

5 Enter following items according to the capabilities of recipient facsimile, and click [Save].



SUB — Enter the mailbox number if you want to send originals to the mailbox in the recipient facsimile. You can enter up to 20 letters including numbers and #, *.
SEP — Enter the mailbox number if you want to retrieve a document from the mailbox in the recipient facsimile. You can enter up to 20 letters including numbers and #, *.
PWD — Enter the password to retrieve a document from the mailbox in the recipient facsimile. You can enter up to 20 letters including numbers and #, *.
Delayed Transmit — You can specify the time (hours and minutes) to transmit documents.
Quality Transmit — Select if you want to send documents in the Quality TX mode. This feature sends documents at a slower speed than a normal so that the transmission will be less affected by line condition.
Line Monitor — Selects whether to monitor a tone of the line with the speaker.
Transmission Report — Selects whether to print the transmission report after completion of the Fax transmission.

Note

Only the transmission report setting is available in the InternetFax.

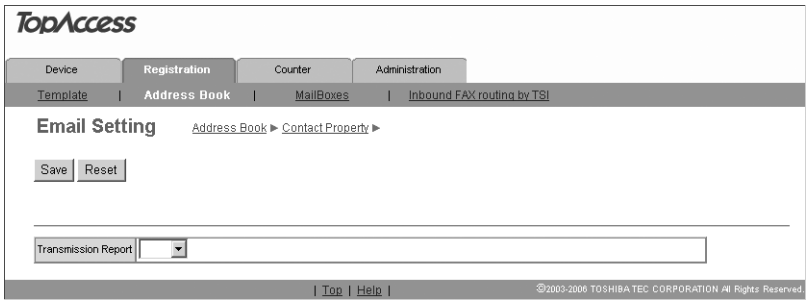
Tip

If you want to clear the Fax settings of the contact, click [Reset].

6 Click [Email Setting].

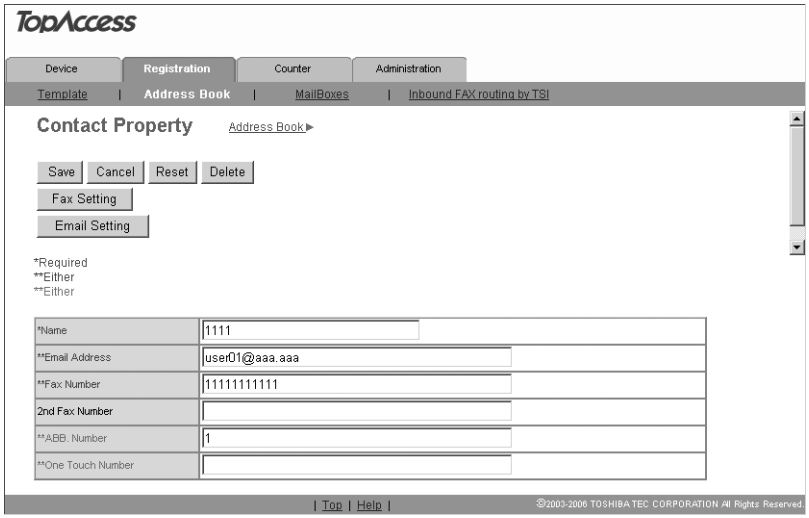
The Email Setting page is displayed.

7 Set the item of Email Setting and click [Save].



Transmission report: Selects whether to print the transmission report after completion of the Email transmission.

8 In the Contact Properties page, click [Save] to add new contact.

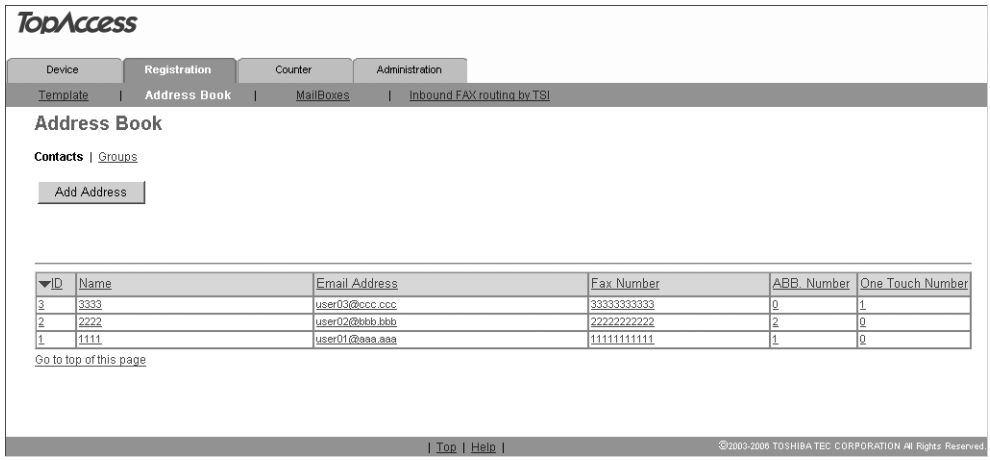


Deleting a contact

1 Click the Registration tab and the Address Book menu.

The Address Book menu page is displayed.

2 **Click the link that you want to delete in the contacts list.**


TopAccess
Device
Registration
Counter
Administration
Template | Address Book | MailBoxes | Inbound FAX routing by TSI
Address Book
Contacts | Groups
Add Address
ID | Name | Email Address | Fax Number | ABB. Number | One Touch Number
3 | 3333 | user03@ccc.ccc | 33333333333 | 0 | 1
2 | 2222 | user02@bbb.bbb | 22222222222 | 2 | 0
1 | 1111 | user01@aaa.aaa | 11111111111 | 1 | 0
Go to top of this page
| Top | Help |
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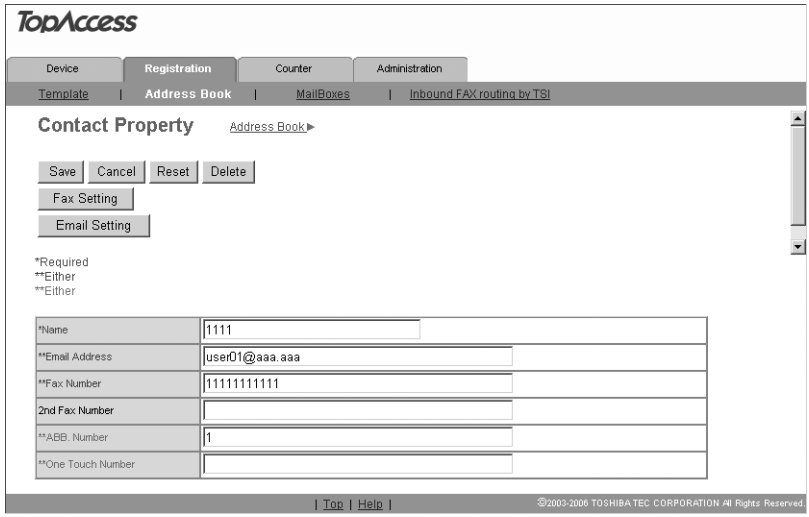
The Contact Properties page is displayed.

3 **Click [Delete].**



The contact is deleted from the Address Book.

Managing groups in the address book

You can create groups that contain the multiple recipients. This enables you to specify groups for the destinations instead of specifying each recipient separately when operating Fax or InternetFax transmission. You can also delete groups.

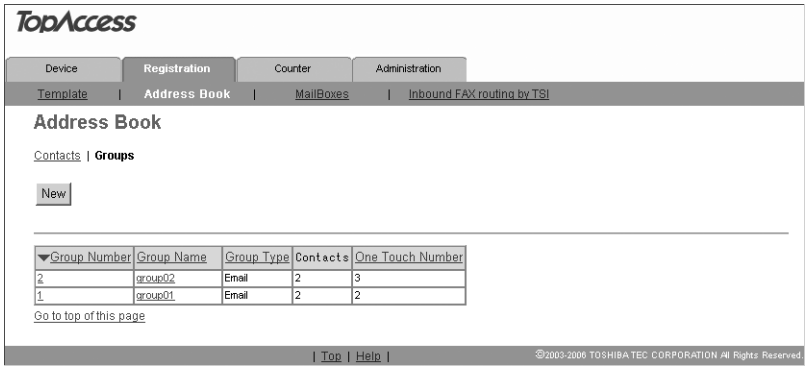
📖 P.44 “Adding or editing a group”
📖 P.46 “Deleting a group”

Adding or editing a group

1 **Click the Registration tab and the Address Book menu.**
The Address Book menu page is displayed.

2 **Click the Group submenu.**
The Group submenu page is displayed.

3 Click [New] to add new group, or click the group link that you want to edit in the groups list.


TopAccess
Device
Registration
Counter
Administration
Template | Address Book | MailBoxes | Inbound FAX routing by TSI
Address Book
Contacts | Groups
New
Group Number | Group Name | Group Type | Contacts | One Touch Number
2 | group02 | Email | 2 | 3
1 | group01 | Email | 2 | 2
Go to top of this page
| Top | Help |
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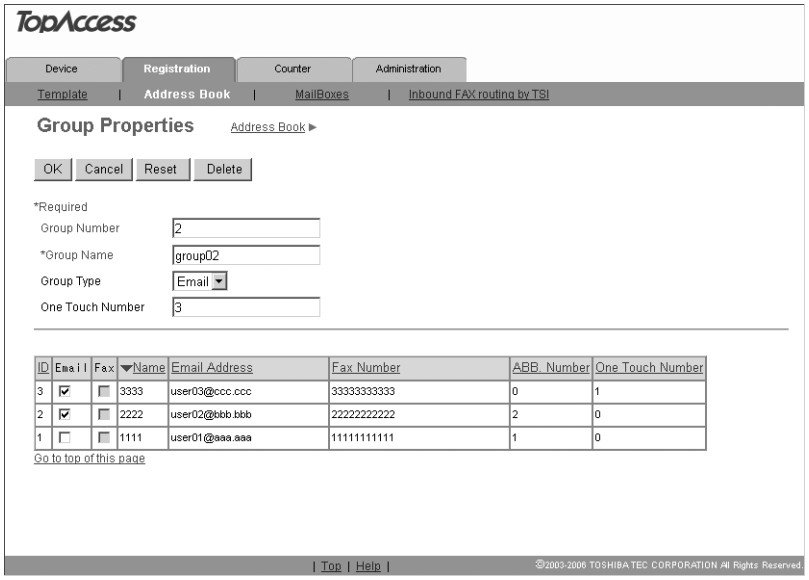
The Group Properties page is displayed.

4 Enter following items to specify the group properties.


TopAccess
Device
Registration
Counter
Administration
Template | Address Book | MailBoxes | Inbound FAX routing by TSI
Group Properties
Address Book ►
OK
Cancel
Reset
Delete
*Required
Group Number
2
*Group Name
group02
Group Type
Email
One Touch Number
3
ID | Email | Fax | Name | Email Address | Fax Number | ABB. Number | One Touch Number
3 | 3333 | user03@ccc.ccc | 33333333333 | 0 | 1
2 | 2222 | user02@bbb.bbb | 22222222222 | 2 | 0
1 | 1111 | user01@aaa.aaa | 11111111111 | 1 | 0
Go to top of this page
| Top | Help |
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Group Number — Enter the group number.
Group Name — Enter the group name.
Group Type — Select “Fax” or “Email”.
One Touch Number — Key in the one-touch number of the group. (Up to 50 different numbers.You can specify a different numbers between 1 to 75.)

Tips

- You can clear the entered values in each field by clicking [Reset].
- You can cancel adding or editing a group by clicking [Cancel].
- Fax numbers and Email addresses cannot be registered in the same group.

5 Check the Fax or Email boxes of users to add the recipients.

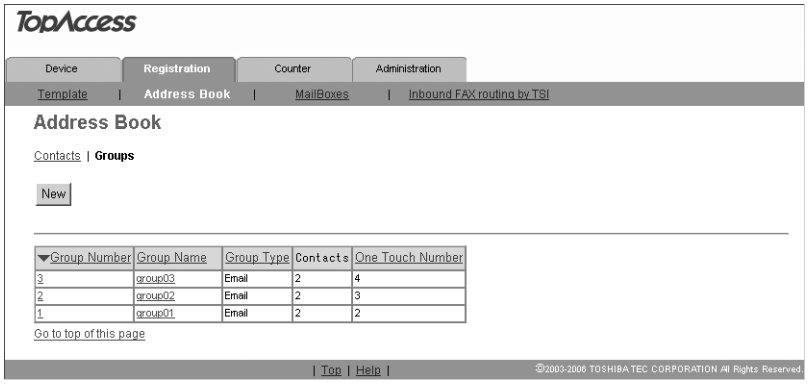
6 **Click [OK].**
The group is created.

Deleting a group

1 **Click the Registration tab and the Address Book menu.**
The Address Book menu page is displayed.

2 **Click the Group submenu.**
The Group submenu page is displayed.

3 **Click the group link that you want to delete in the groups list.**


TopAccess
Device
Registration
Counter
Administration
Template | Address Book | MailBoxes | Inbound FAX routing by TSI
Address Book
Contacts | Groups
New
Group Number | Group Name | Group Type | Contacts | One Touch Number
3 | group03 | Email | 2 | 4
2 | group02 | Email | 2 | 3
1 | group01 | Email | 2 | 2
Go to top of this page
| Top | Help |
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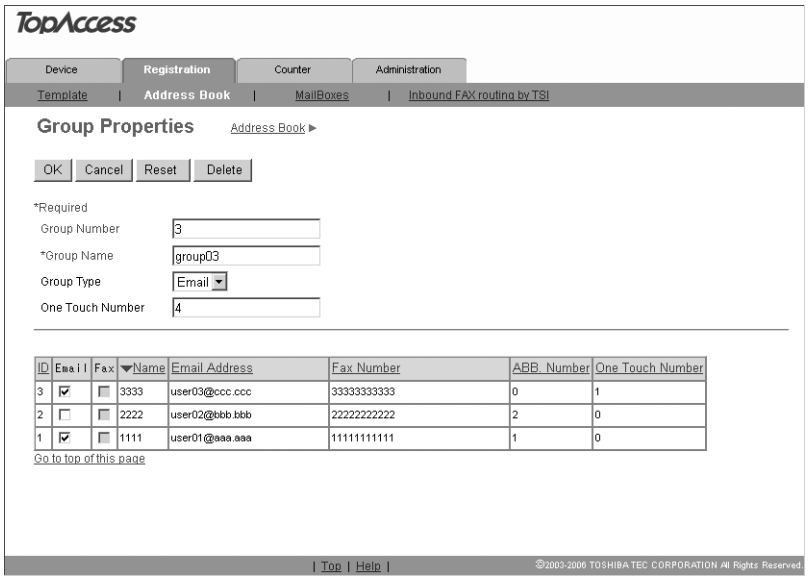
The Group Properties page is displayed.

4 **Click [Delete].**


TopAccess
Device
Registration
Counter
Administration
Template | Address Book | MailBoxes | Inbound FAX routing by TSI
Group Properties
Address Book ►
OK
Cancel
Reset
Delete
*Required
Group Number 3
*Group Name group03
Group Type Email
One Touch Number 4
ID | Email | Fax | Name | Email Address | Fax Number | ABB. Number | One Touch Number
3 | 3333 | user03@ccc.ccc | 33333333333 | 0 | 1
2 | 2222 | user02@bbb.bbb | 22222222222 | 2 | 0
1 | 1111 | user01@aaa.aaa | 11111111111 | 1 | 0
Go to top of this page
| Top | Help |
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Selected group is deleted.

Managing Mailboxes

This equipment supports the ITU-T compatible mailboxes that allow storage and retrieval of documents via mailboxes that are already set up in a mailbox hub.
Using TopAccess, you can set up, edit, and delete mailboxes on this equipment.

The following three types of Mailboxes are available:

Confidential Mailbox
The Confidential Box allows a one-time document retrieval from the mailbox. Once a document is retrieved, it is cleared. If a new document is sent to the same box number where another document is stored, it is added to the existing box. You can also set up a password requirement for accessing the Confidential Box for document retrieval, to prevent unauthorized retrieval of documents.

Bulletin Board mailbox
The Bulletin Board Box allows multiple document retrievals from the same mailbox. Once a document is retrieved, it is not cleared. If a new document is sent to the same Box, it replaces the existing one. You can set up a password requirement for accessing the Bulletin Board Box for document reservation.

Forward Mailbox
The Forward mailbox allows you to transmit a received Fax to various destinations, using the following agent:

Internet/Fax (Relay) Agent
When a document has been sent to a mailbox, this equipment can call up the remote Fax via the public switched telephone line for Fax, or send an InternetFax via the Internet according to the destinations registered in the mailbox. After the relay transmission, the transmission result list will be sent to the specified remote Fax or InternetFax. It is also possible to set up a password requirement.

Notes

- Mailboxes can be managed only when the optional Fax Kit is installed.
- Sending and storage of documents to a mailbox hub and retrieval of documents from a mailbox hub is possible only on an ITU-T compliant facsimile. Only ITU-T compliant facsimiles can be used as Mailbox hubs. This equipment is provided with mailbox hub functions.

Tip

Mailboxes can be managed using the control panel of this equipment. See the ***Operator's Manual for Facsimile Functions*** or ***Scanning Guide***.

Setting up an Open Mailbox

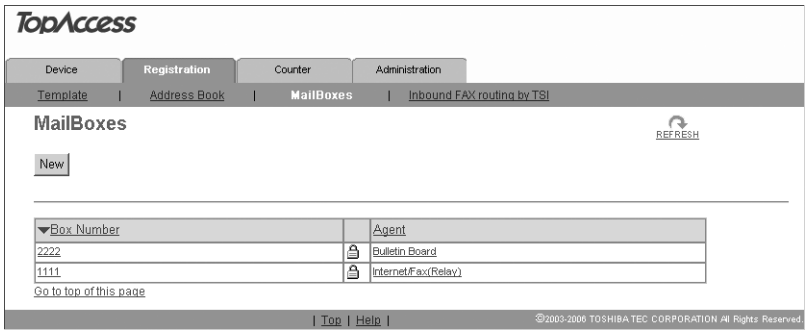
To carry out ITU-T communications, you must first set up an Open Mailbox in the mailbox hub. You can set up a maximum of 100 mailboxes.

Setting up or editing a mailbox

1 Click the Registration tab and the MailBoxes menu.

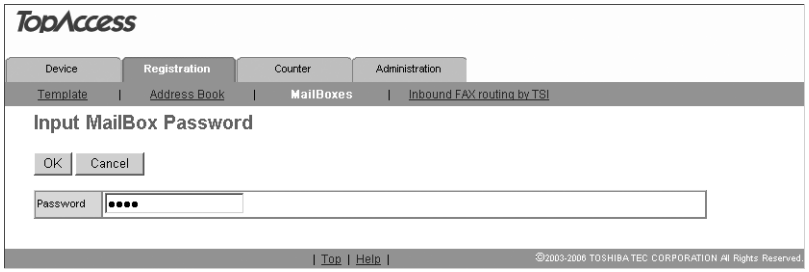
The Mailboxes menu page is displayed.

2 Click [New] to set up new mailbox, or click the box number link that you want to edit in the mailboxes list.

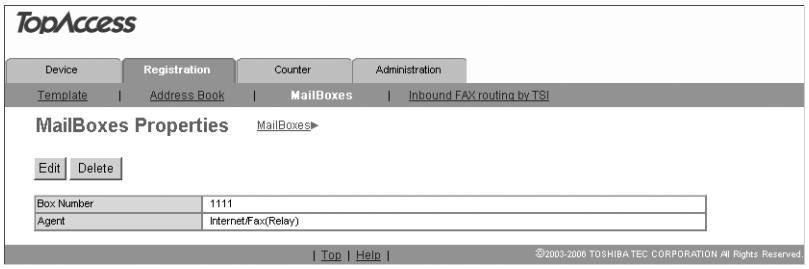


- If you click [New], skip to step 5.
- If you click the box number link that is not protected by a password, skip to step 4.
- If you click the box number link that is protected by a password, go to step 3.

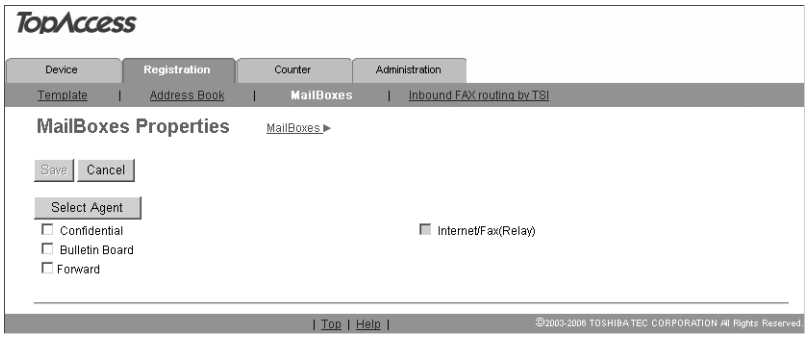
3 Enter the password for the mailbox and click [OK].



4 Click [Edit].



5 Select agents and click [Select Agent].



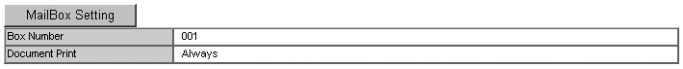
Confidential — Select this to create a Confidential mailbox.
Bulletin Board — Select this to create a Bulletin Board mailbox.
Forward — Select this to create a relay station mailbox.
Internet/Fax(Relay) — Select this to create a Forward mailbox of InternetFax or Fax (Relay) agent.

Note

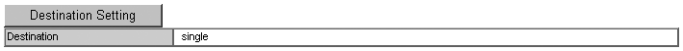
The “Internet/Fax (Relay)” will be selected automatically when “Forward” is selected.

6 Click the button of each item to set the mailbox properties.

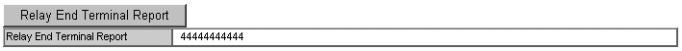
[MailBox Setting] — Click this to specify the mailbox settings.
📖 P.50 “MailBox setting”



[Destination Setting] — Click this to specify the destinations to be sent. This can be set only when creating the InternetFax/Fax(Relay) agent.
📖 P.51 “Destination setting (Mailbox)”



[Relay End Terminal Report] — Click this to specify where the transmission result list will be sent. This can be set only when creating the InternetFax/Fax(Relay) agent.
📖 P.54 “Relay end terminal report”



7 After configuring the desired mailbox properties, click [Save].

The mailbox properties are registered.

MailBox setting

In the MailBox Setting page, specify the box number and password.

1) Box Number
Enter the box number of the mailbox. You can enter up to 20 letters (numbers only).

2) Password
Enter the box password if you want to protect the mailbox by the password. You can enter up to 20 letters including numbers, sharp marks (#), and asterisks (*).

Setting mailbox

1 **Click [Mailbox Setting] to open the Mailbox Setting page.**

2 **Enter the box number. (Enter the box password as required.)**

3 **Click [Save].**
Mailbox setting is made.

Destination setting (Mailbox)

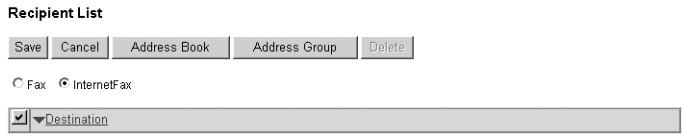
In the Recipient List page, you can specify the destinations of the Fax and InternetFax (Relay). To set the destinations, select both Fax numbers and Email addresses for individual or group destinations from the address book.

Selecting the recipients from the address book

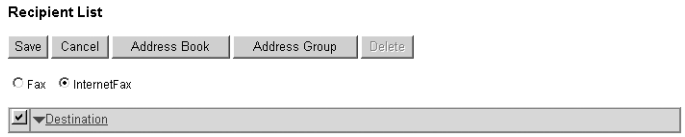
By this method, you can select recipients from the address book in this equipment.

1 Click [Destination Setting] to open the Recipient List page.

2 Select the Fax or InternetFax radio button.

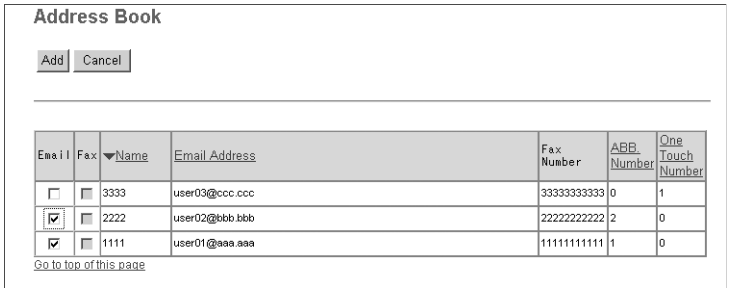


3 Click [Address Book].



The Address Book page is displayed.

4 To specify the destination for InternetFax transmission, select the Email check box of the desired destination. For Fax transmission, select the Fax check box of the desired destination.



Tips

- Only Email addresses can be specified for the destinations for InternetFax transmission.
- Only Fax numbers can be specified for the destinations for Fax transmission.

5 **Click [ADD].**

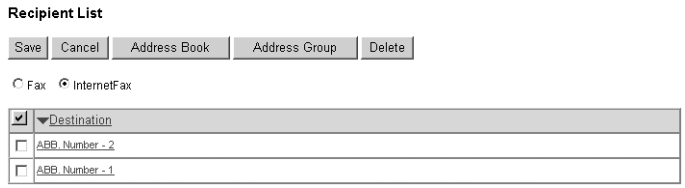
Selected recipients are added in the Recipient List page.

Tip

You can remove the contacts that you added in the recipient list before submitting the destination settings.

P.53 “Removing the contacts from the recipient list”

6 **Click [Save].**



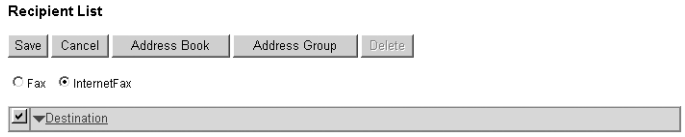
The contacts are added as the destinations.

Selecting the groups from the address book

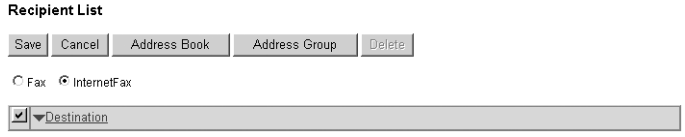
By this method, you can select groups from the address book.

1 **Click [Destination Setting] to open the Recipient List page.**

2 **Select the Fax or InternetFax radio button.**

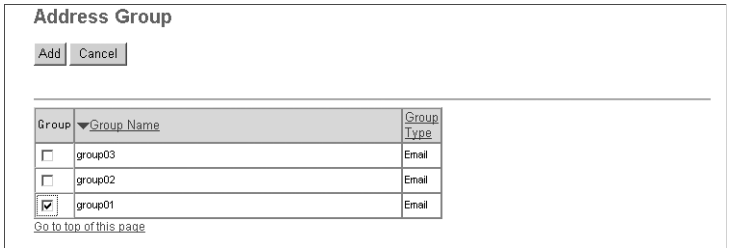


3 **Click [Address Group].**



The Address Group page is displayed.

4 **Check the Group boxes that contains the desired recipients.**



5 Click [ADD].

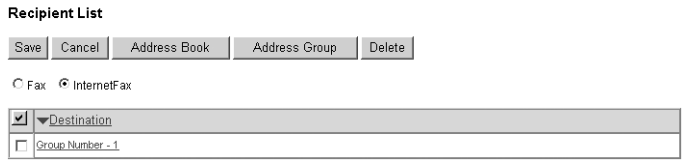
All recipients in the selected groups are added in the Recipient List page.

Tip

You can remove the contacts that you added in the recipient list before submitting the destination settings.

P.53 “Removing the contacts from the recipient list”

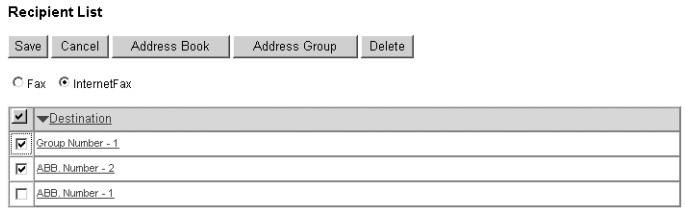
6 Click [Save].



The contacts are added as the destinations.

Removing the contacts from the recipient list

1 Check the check boxes of the contacts that you want to remove from the recipient list, and click [Delete].



The selected contacts are removed from the recipient list.

Relay end terminal report

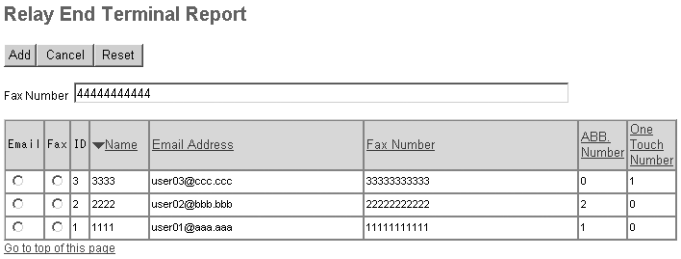
In the Relay End Terminal Report page, you can specify a recipient that the transmission result list will be sent.

Adding the relay end terminal report recipients

1 Click [Relay End Terminal Report].

The Relay End Terminal Report page is displayed.

2 Enter the Fax number for the destination to which the Relay End Terminal Report is to be sent, or select the destination from a list and then click [ADD].



Tip

You can clear the selected option button by clicking [Reset].

Note

You cannot specify more than 1 recipient for the destination of the Relay End Terminal Report.

3 Click [Add].

The selected recipient is set for the transmission result list recipient.

Deleting an Open Mailbox

You can delete an existing Open Mailbox from TopAccess.

Note

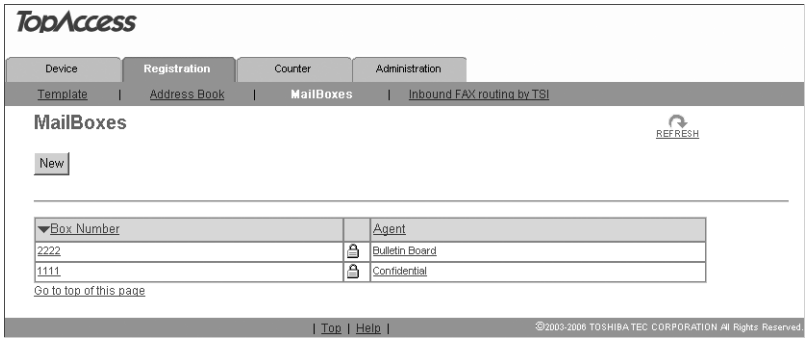
If you want to delete an Open Mailbox, the document must first be retrieved, printed, or canceled from the Open Mailbox.

Deleting an mailbox

1 Click the Registration tab and the MailBoxes menu.

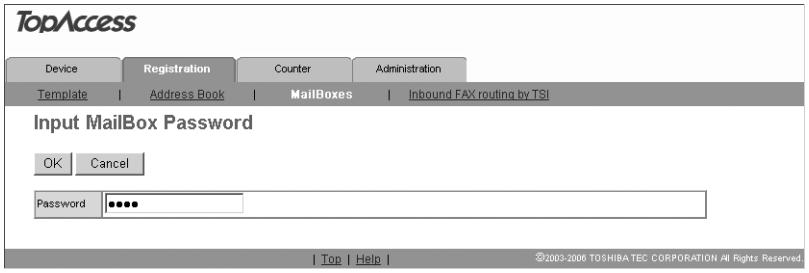
The MailBoxes menu page is displayed.

2 Click the box number link that you want to delete in the mailboxes list.



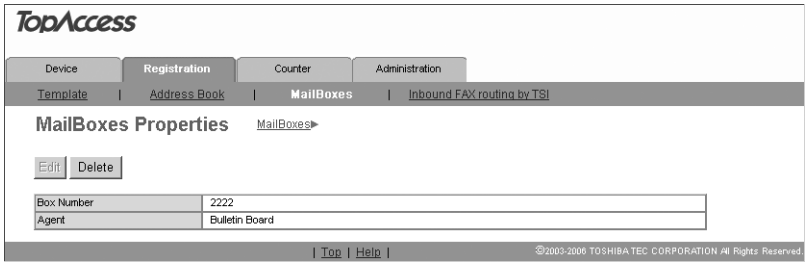
- If you click the box number link that is not protected by a password, skip to step 4.
- If you click the box number link that is protected by a password, go to step 3.

3 Enter the password for the mailbox and click [OK].



The MailBoxes Properties page is displayed.

4 Click [Delete].



The confirmation dialog box appears.

5 **Click [OK].**

Selected mailbox is deleted.

Managing Inbound FAX Routing By TSI

In the Inbound FAX routing by TSI, the faxes that are received from the specified fax number can be routed according to the mailbox settings.

Forward Mailbox

The Forward mailbox allows you to transmit a received Fax to various destinations, using the following agents:

Save As File Agent

The received Faxes in this mailbox are forwarded to a shared folder on the network.

Email agent

The received Faxes in this mailbox are forwarded to the Email addresses recipients specified in the mailbox.

Note

To manage the Inbound FAX routing by TSI, the Fax Kit (optional) must be installed in this equipment.

Setting up Inbound FAX routing by TSI

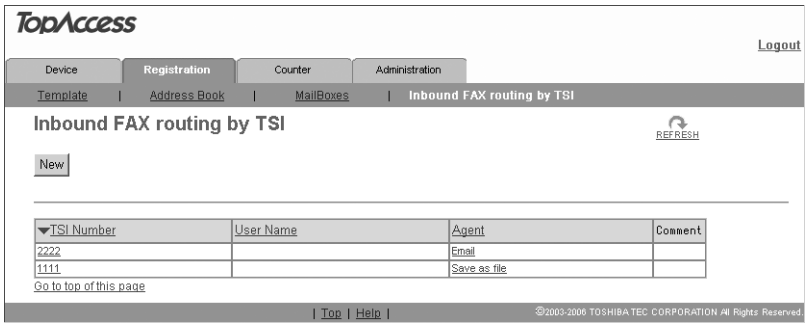
To perform the Inbound FAX routing by TSI, you must first set up an Open Mailbox in the mailbox hub. You can set up a maximum of 100 mailboxes.

Setting up or editing a mailbox

1 Click the Registration tab and the Inbound FAX routing by TSI menu.

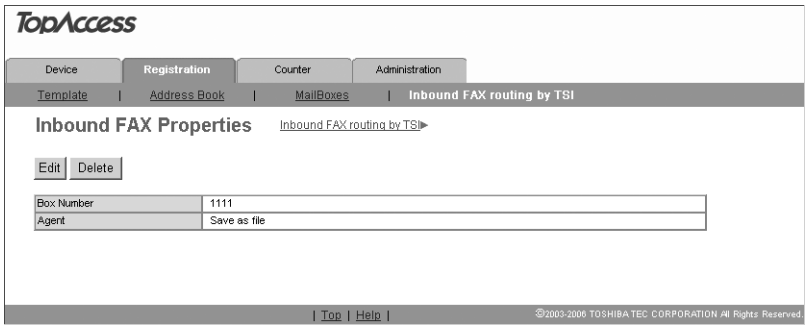
The Inbound FAX routing by TSI menu page is displayed.

2 Click [New] to set up new mailbox, or click the TSI Number link that you want to edit in the mailboxes list.

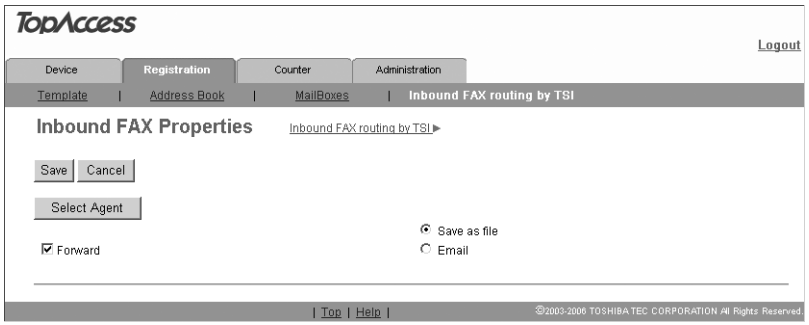


If you click [New], skip to step 4.
If you click the TSI Number link, skip to step 3.

3 Click [Edit].



4 Select agent and click [Select Agent].



Forward — Select this to create a relay station mailbox. When you select this, select the agent from “Save as file” or “Email”.
Save As File — Select this to create the Save as file agent.
Email — Select this to create the Email agent.

Tip

In the Save as file agent, the “Inbound FAX Setting” and “Save as file Setting” are performed.
📖 P.60 “Inbound FAX Setting”
📖 P.65 “Save As File Setting (Inbound FAX routing by TSI)”

In the Email agent, “Inbound FAX Setting”, “Destination Setting” and “Email Setting” are performed.
📖 P.60 “Inbound FAX Setting”
📖 P.61 “Destination Setting (Inbound FAX routing by TSI)”
📖 P.64 “Email Setting (Inbound FAX routing by TSI)”

5 Click each button to set the mailbox properties.

[Inbound FAX Setting]: Click this to specify the mailbox settings.
P.60 “Inbound FAX Setting”

Inbound FAX Setting	
TSI Number	
User Name	
Comment	
Notification	
Document Print	ON ERROR

[Destination Setting]: Click this to specify the destinations to be sent. This can be set only when creating the Email agent.
P.61 “Destination Setting (Inbound FAX routing by TSI)”

To: Destination Setting	
To: Destination	

Cc: Destination Setting	
Cc: Destination	

[Email Setting]: Click this to specify how the document will be sent. This can be set only when creating the Email agent.
P.64 “Email Setting (Inbound FAX routing by TSI)”

Email Setting	
Subject	Scanned from (Device Name)[(Template Name)](Date)(Time)
From Address	
From Name	
Body	
File Format	TIFF(Multi)
File Name	(Sender)-NNN (NNN is a sequential number)
Fragment Message Size	No Fragmentation

[Save As File Setting]: Click this to specify how the document will be stored in the Save as file. This can be set when creating the Save as file agent.
P.65 “Save As File Setting (Inbound FAX routing by TSI)”

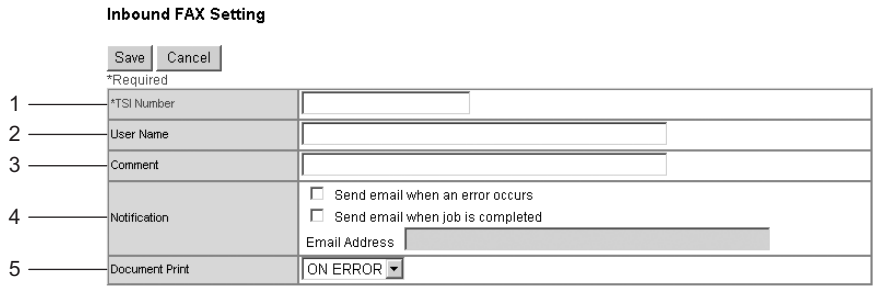
Save as file Setting	
File Format	TIFF(Multi)
Destination	
File Name	(Sender)-NNN (NNN is a sequential number)

6 After configuring the desired mailbox properties, click [Save].

The mailbox properties are registered.

Inbound FAX Setting

In the Inbound FAX Properties page, specify the general information of the mailbox such as the TSI Number, User Name, Comment, and Notification.



1) TSI Number
Enter the sender's Fax number (TSI code) to set the “Inbound FAX routing by TSI” function. If you specify it here, the Faxes that are received from the specified Fax number will be routed according to the mailbox settings.

Note

When a Fax is sent from the specified Fax number with a TSI number (or sub address), the “Inbound FAX routing by TSI” function will not apply to the transmission and it is processed according to the specified a TSI number (or sub address) settings.

2) User Name
Enter the user name of this mailbox. You can enter up to 30 letters.

3) Comment
Enter the comment. You can enter up to 30 letters.

4) Notification
This specifies how the notification message will be sent when an error occurs.

Send email when an error occurs
Select this to send a notification message to the specified email address when an error occurs.
Send email when a job is completed
Select this to send a notification message to the specified email address when a job is completed.
Email Address
Enter an email address that the notification message will be sent.

5) Document Print
Select whether you will print the document sent to this mailbox.

Destination Setting (Inbound FAX routing by TSI)

In the Recipient List page, you can specify the destinations of the “Inbound FAX routing by TSI” function. You can specify the recipients by entering their email addresses manually, or selecting recipients or recipient groups from the address book. (A maximum of 375)

Entering the recipients manually

1 **Click [To: Destination Setting] or [Cc: Destination Setting] to open the Recipient List page.**

2 **Click [New].**

The Contact Property page is displayed.

3 **Enter the email address of the recipient, in the Destination field.**

4 **Click [OK].**

Entered recipient is added in the Recipient List page.

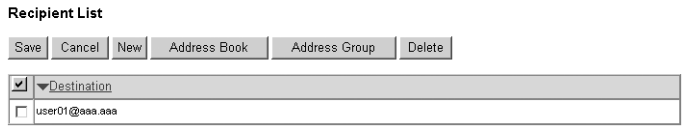
5 **Repeat step 2 to 4 to add all additional recipients that you require.**

Tip

You can remove the contacts that you added in the recipient list before submitting the destination settings.

📖 P.63 “Removing the contacts from the recipient list”

6 **Click [Save].**

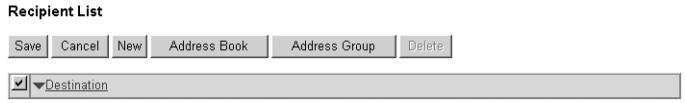


The contacts are added as the destinations.

Selecting the recipients from the address book

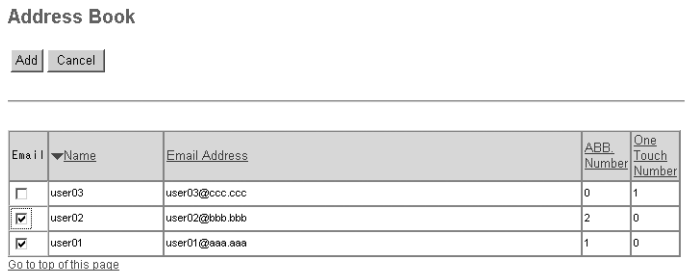
1 **Click [To: Destination Setting] or [Cc: Destination Setting] to open the Recipient List page.**

2 **Click [Address Book].**



The Address Book page is displayed.

3 **Check the Email boxes of users you want to add as the Email recipients.**



4 **Click [ADD].**

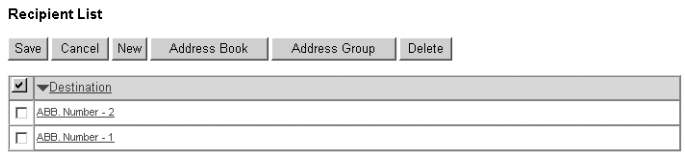
Selected recipients are added in the Recipient List page.

Tip

You can remove the contacts that you added in the recipient list before submitting the destination settings.

P.63 “Removing the contacts from the recipient list”

5 **Click [Save].**

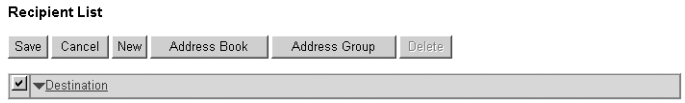


The contacts are added as the destinations.

Selecting the groups from the address book

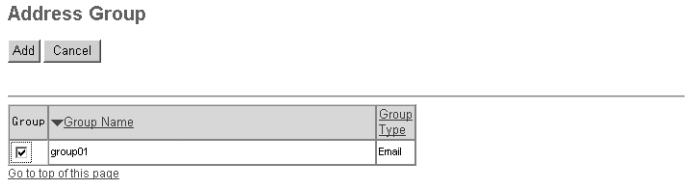
1 **Click [To: Destination Setting] or [Cc: Destination Setting] to open the Recipient List page.**

2 **Click [Address Group].**



The Address Group page is displayed.

3 **Check the Group boxes that contain the desired recipients.**



4 **Click [ADD].**

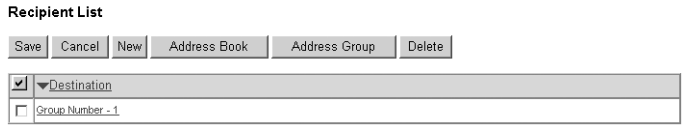
All recipients in the selected groups are added in the Recipient List page.

Tip

You can remove the contacts that you added in the recipient list before submitting the destination settings.

📖 P.63 “Removing the contacts from the recipient list”

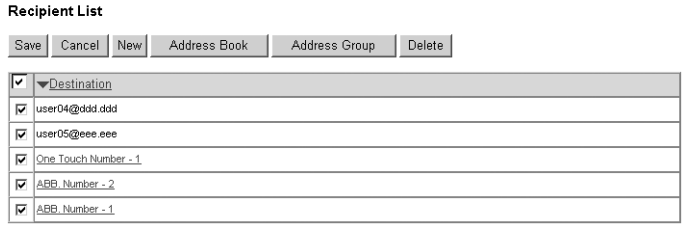
5 **Click [Save].**



The contacts are added as the destinations.

Removing the contacts from the recipient list

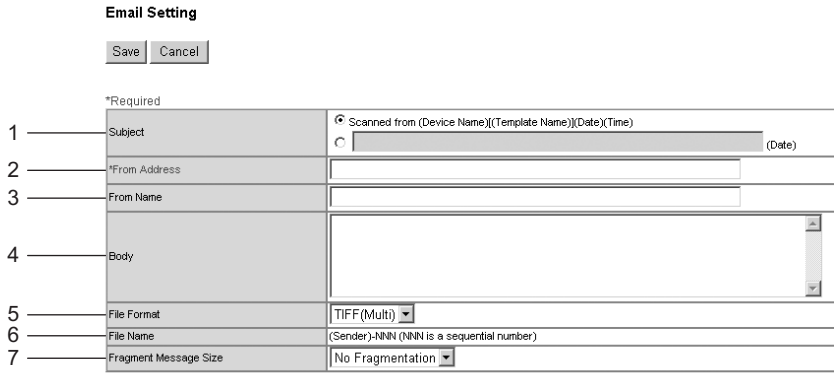
1 **Check the check boxes of the contacts that you want to remove from the recipient list, and click [Delete].**



The selected contacts are removed from the recipient list.

Email Setting (Inbound FAX routing by TSI)

In the Email Setting page, you can specify the content of the Scan to Email document to be forwarded.



1) Subject
This sets the subject of the Scan to Email documents. Select “Scanned from (Device Name) [(Template Name)] (Date) (Time)” to automatically apply the subject, or enter the desired subject in the field.

2) From Address
Enter the email address of the sender. When the recipient replies, the message will be sent to this Email address.

3) From Name
Enter the sender name of the Scan to Email document.

4) Body
Enter the body message of the Scan to Email documents. You can enter up to 1000 letters (including spaces). When sending the Scan to Email document, the body message entered in this field will be applied to the Email.

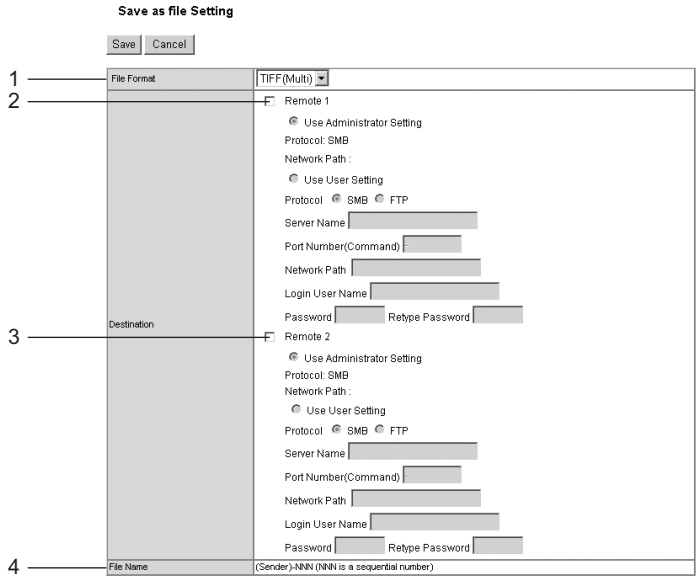
5) File Format
Select the file format of the Scan to Email document.
- **PDF** — Select this to attach scanned images to Email as a PDF file.
- **TIFF (Multi)** — Select this to attach scanned images to Email as a Multi-page TIFF file.

6) File Name
The file name will be “(From Name)-NNN”. It cannot be changed. Sequence numbers from “-001” will be entered in “-NNN”.

7) Fragment Message Size
Select the size of the message fragmentation. It will be restored when it is received.

Save As File Setting (Inbound FAX routing by TSI)

In the Save as file Setting page, you can specify how and where a received Fax will be stored.



1) File Format

Select the file format for storing a received Fax.

- **PDF** — Select this to save a received Fax as a PDF file.
- **TIFF (Multi)** — Select this to save a received Fax as a Multi-page TIFF file.
- **TIFF (Single)** — Select this to save a received Fax as a Single-pageTIFF file.

2) Destination — Remote 1

Check this box to save a received Fax to the Save as file. How you can set this item depends on how your administrator configured the Save as file settings.

If the Remote 1 does not allow specifying a Save as file, you can only select “Use Administrator Settings”. The protocol and the network path are displayed below this item.

Protocol

Select the protocol to be used for uploading a received Fax to the Save as file.

- **SMB** — Select this to send a received Fax to the Save as file using the SMB protocol.
- **FTP** — Select this to send a received Fax to the FTP server.

Server Name

When you select “FTP” as the protocol, enter the FTP server name or IP address where a received Fax will be sent. For example, to send a received Fax to the “ftp://192.168.1.1/user/scanned” FTP folder in the FTP server, enter “192.168.1.1” in this field.

Port Number (Command)

Enter the port number to be used for controls if you select “FTP” as the protocol. Generally “-” is entered for the control port. When “-” is entered, the default port number, that is set for FTP Client by an administrator, will be used. If you do not know the default port number for FTP Client, ask your administrator and change this option if you want to use another port number.

Network Path
When you select “SMB” as the protocol, enter the network path to the Save as file. For example, to specify the “\\192.168.1.1\user\scanned” folder in the SMB server, enter “\\192.168.1.1\user\scanned”.
When you select “FTP” as the protocol, enter the directory in the specified FTP server. For example, to specify the “ftp://192.168.1.1/user/scanned” folder in the FTP server, enter “user/scanned”.

Login User Name
Enter the login user name to access an SMB server or an FTP server, if required. When you select “FTP” as the protocol, an anonymous login is assumed if you leave this field blank.

Password
Enter the password to access a SMB server or an FTP server, if required.

Retype Password
Enter the same password again for a confirmation.

Destination — Remote 2
Check this box to save a received Fax to the Save as file. How you can set this item depends on how your administrator configured the Save as file settings. Please refer to the description of the Remote 1 option for each item.
If the Remote 2 does not allow specifying a Save as file, you can only select “Use Administrator Settings”. The protocol and the network path are displayed below this item.
Remote 1 is selected by default. To select Remote 2, first deselect Remote 1.

File Name
The file name will be “(From Name)-NNN”. It cannot be changed. Sequence numbers from “-001” will be entered in “-NNN”.

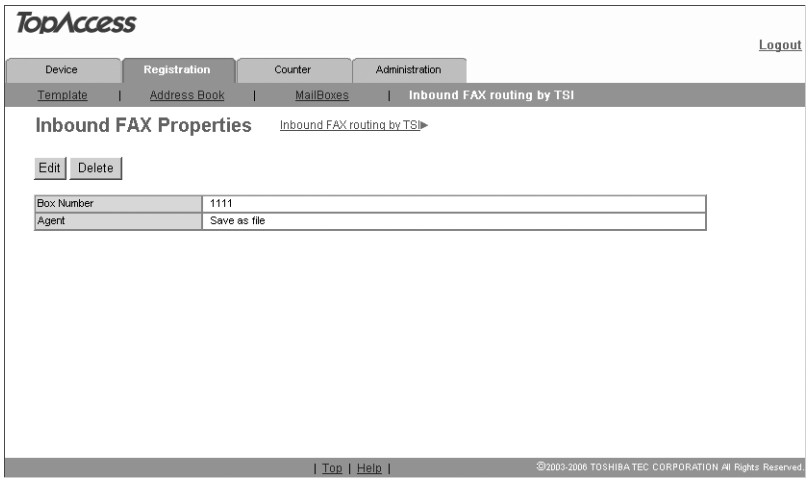
Deleting Inbound FAX routing by TSI

You can delete an existing Open Mailbox from TopAccess.

Deleting an mailbox

1. **Click the Registration tab and the Inbound FAX routing by TSI.**
   The Inbound FAX routing by TSI menu page is displayed.
2. **Click the TSI Number link that you want to delete in the mailboxes list.**
   The Inbound FAX routing by TSI menu page is displayed.

3 Click [Delete].



The confirmation dialog box appears.

4 Click [OK].

The selected mailbox is deleted.

7

TopAccess COUNTER TAB PAGE

This chapter describes how to display total counters on the TopAccess Counter tab page.

Viewing Counters.....70
Displaying the total counter.....70
Displaying the department counter 71

Viewing Counters

This equipment maintains a set of counters that keep track of the number of pages printed, copied and scanned. These statistics can be displayed in totals or broken down by department. This topic describes how to display the statistics and manage the department counters.

📖 P.70 “Displaying the total counter”
📖 P.71 “Displaying the department counter”

Displaying the total counter

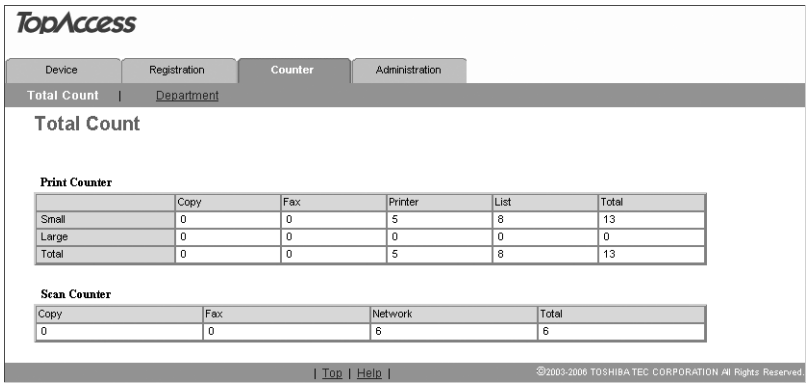
In the Total Counter menu page, you can display the total counter information for each copy/print counter of small paper and copy/print and scan counter of large paper.

Displaying the total counter

1 Click the Counters tab and the Total Count menu.

The Total Count menu page is displayed.

2 You can check the total counter in this page.



Displaying the department counter

In the Department menu page, you can display the counter information of a specific department. If you want to display the department counter, you must enter the department code.

Note

Displaying the department counter is available only when a department code is set by using this equipment.

Tip

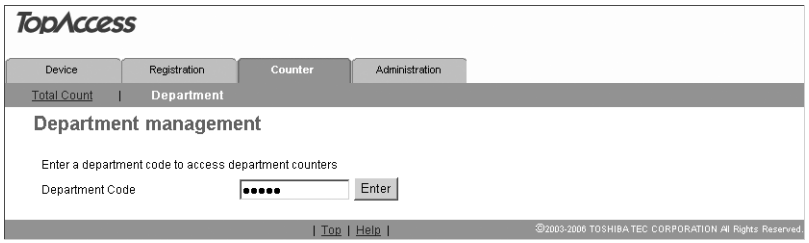
The administrator can view all departments including respective counter information.
📖 P.140 “Displaying the departments list”

Displaying the department counter

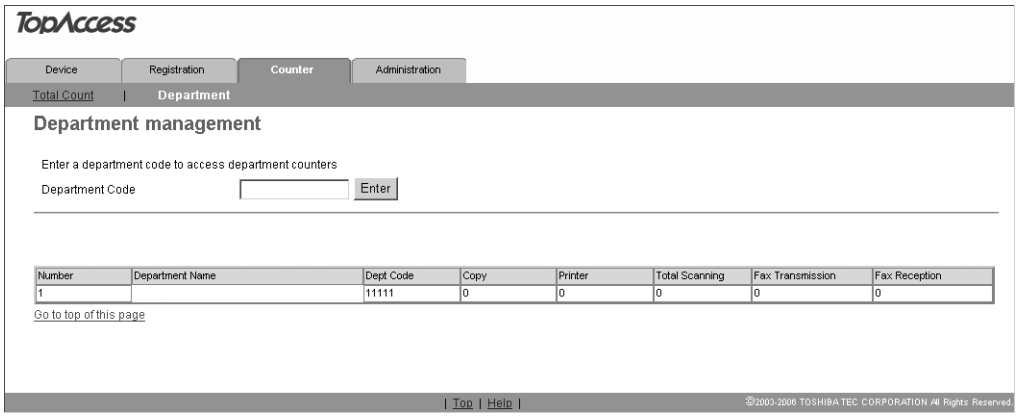
1 Click the Counters tab and the Department menu.

The Department menu page is displayed.

2 Enter a department code that you want to display the counter in the “Department Code” field and click [Enter].



The department counter for specified department is displayed.



8

TopAccess ADMINISTRATION TAB PAGE - SETUP MENU (Scanning Function)

This chapter describes the scanning functions configured by the TopAccess administrator.

Setting up Network Settings (Scanning Function) 74
- Setting up the SMTP Client 76
- Setting up the SMTP Server 77
- Setting up the POP3 Network Service 78
- Setting up the FTP Client 79

Setting up Save As File Settings 80
- Setting up Remote 1 and Remote 2 81

Setting up Email Settings 83
- Email Settings 84

Setting up InternetFax Settings 86
- InternetFax Setting 87

Setting up Print Service Settings (Scanning Function) 89
- Setting up the Email Print 90

Displaying Version Information 92

Setting up Network Settings (Scanning Function)

In the Network submenu page in the Setup menu, an administrator can configure the network settings such as TCP/IP, IPX/SPX, AppleTalk, Bonjour, DNS Session, DDNS Session, NetWare Session, HTTP Network Service, and SNMP Network Service.

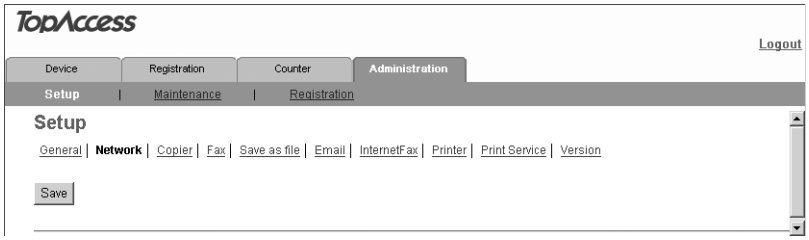
See the ***Setup Guide for Printing Functions*** for the "General" submenu in the "Setup" menu.

Setting the network settings

1 Select the [Administration] tab, enter the administrator's password and click [Login].

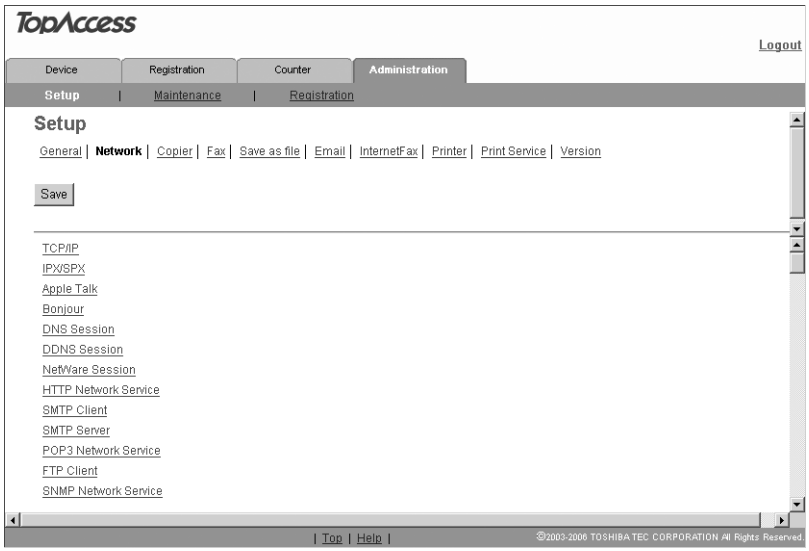
To access the TopAccess administrator mode, see the ***Setup Guide for Printing Functions***.

2 Click the Setup menu and Network submenu.



The Network submenu page is displayed.

3 In the Network submenu page, click link or scroll the page to find the setting table, and click the button of the setting to set the network settings as required.



In the Network submenu page, you can set the following:

📖 P.76 “Setting up the SMTP Client”
📖 P.77 “Setting up the SMTP Server”
📖 P.78 “Setting up the POP3 Network Service”
📖 P.79 “Setting up the FTP Client”

See the ***Setup Guide for Printing Functions*** for the following settings.
Setting up the TCP/IP
Setting up the IPX/SPX
Setting up the AppleTalk
Setting up the Bonjour
Setting up the DNS
Setting up the DDNS
Setting up the NetWare
Setting up the HTTP
Setting up the SNMP

4 Click [Set] to save the settings and close the sub window.

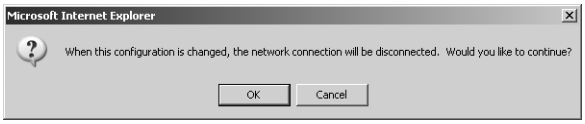
Note

If you want to restore the current settings without saving the changes, click [Cancel]. Clicking [Cancel] cannot restore the defaults. This can only clear the changes and restore the current settings before saving the changes.

5 Click [OK] to apply the changes.

The confirmation dialog box appears.

6 Click [Save].


Microsoft Internet Explorer
When this configuration is changed, the network connection will be disconnected. Would you like to continue?
OK
Cancel

This equipment starts initializing the NIC (Network Interface Card) to apply the changes.

Tip

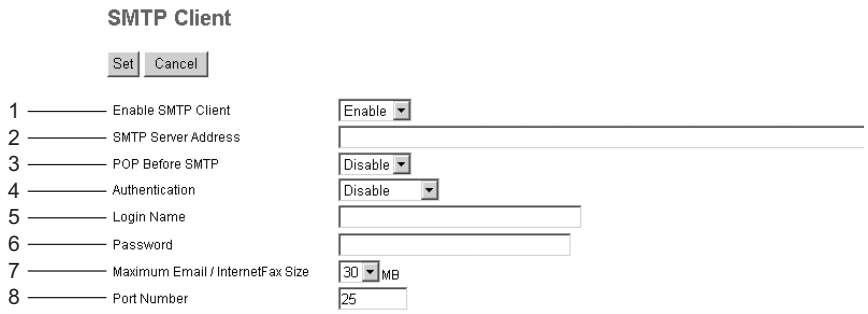
When using Internet Explorer, even if you change the settings and click [Save], these alterations may not be reflected in the display. However, the settings have actually been changed in the equipment. In such a case, click the Save as file submenu, and then the page will then display the current settings in each field.

Setting up the SMTP Client

In the SMTP Client menu, you can enable or disable SMTP transmission for sending an InternetFax or an Email.

Note

Setting a From Address is also required to send an InternetFax or an Email. For information about the From Address setting, refer to the following sections.
📖 P.83 “Setting up Email Settings”
📖 P.86 “Setting up InternetFax Settings”



1) Enable SMTP Client
When it is enabled, the equipment sends an InternetFax or an Email via the specified SMTP server.

2) SMTP Server Address
Enter the IP address or FQDN (Fully Qualified Domain Name) of the SMTP server when “Enable SMTP Client” is enabled.

Note

If you use FQDN to specify the SMTP server, you must configure the DNS server and enable the DNS in the DNS Session.

3) POP Before SMTP
Select whether the POP Before SMTP authentication is enabled or disabled.

4) Authentication
Select the type of the authentication to access the SMTP server.
- **Disable:** Select this to access the SMTP server using no authentication.
- **Plain:** Select this to access the SMTP server using the plain authentication.
- **Login:** Select this to access the SMTP server using the login authentication.
- **CRAM-MD5:** Select this to access the SMTP server using the CRAM-MD5 authentication.
- **Digest-MD5:** Select this to access the SMTP server using the Digest-MD5 authentication.
- **Auto:** Select this to access the SMTP server using the appropriate authentication that is automatically detected by this equipment.

5) Login Name
Enter the login name to access the SMTP server when the SMTP authentication is enabled.

6) Password
Enter the password to access the SMTP server when the SMTP authentication is enabled.

7) **Maximum Email / InternetFax Size**
Select the maximum size (2 MB to 30 MB) that can be sent by this equipment using the SMTP.

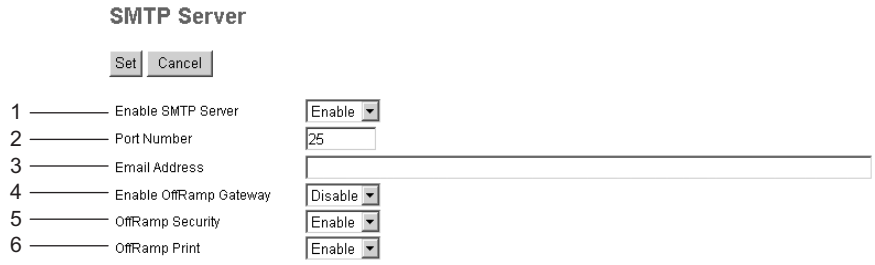
8) **Port Number**
Enter the port number for accessing the SMTP server when "Enable SMTP Client" is enabled. The port number varies depending on the port setting in the SMTP server. Generally "25" is used.

Setting up the SMTP Server

In the SMTP Server menu, you can enable or disable the SMTP transmission for receiving an InternetFax or an Email. Configure this setting when the Offramp Gateway feature is to be used.

Note

SMTP Server settings are available only when the Fax Kit is installed.



1) **Enable SMTP Server**
Select whether this equipment works as an SMTP server or not. This must be enabled when the Offramp Gateway feature is enabled. When it is enabled, this equipment can receive an InternetFax or an Email that is forwarded through the SMTP to the domain of this equipment.

2) **Port Number**
Enter the port number to receive an InternetFax or Email. Generally "25" is used.

3) **Email Address**
Enter the Email address of this equipment. When this equipment works as an SMTP server, it can receive all the InternetFaxes and Emails that contain its domain name. When the Email address of the received InternetFaxes or Emails matches, this equipment will print the document.

4) **Enable OffRamp Gateway**
Select whether the Offramp Gateway transmission is enabled or disabled.

5) **OffRamp Security**
Select whether the Offramp Security is enabled or disabled. When enabled, this equipment cancels the OffRamp gateway transmissions that are being forwarded to Fax numbers not registered in the Address Book of this equipment. This can prevent the unauthorized OffRamp gateway transmission.

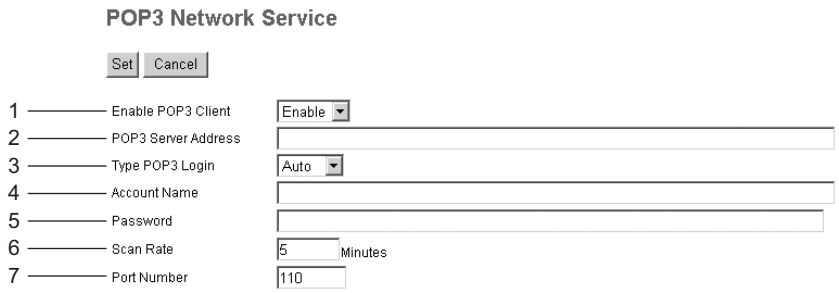
6) **OffRamp Print**
Select whether this equipment should print a copy of the documents sent using the OffRamp gateway transmission. When enabled, a copy of the documents that are sent using the OffRamp gateway is automatically printed and so, you can confirm which documents have been sent.

Setting up the POP3 Network Service

In the POP3 Network Service menu, you can specify the POP3 server which receives an InternetFax or an Email print job.

Note

POP3 Network Service settings are available only when the Fax Kit is installed.



1) Enable POP3 Client
Select whether the ability to retrieve an InternetFax or an Email from the POP3 server is enabled or disabled.

2) POP3 Server Address
Enter the IP address or FQDN (Fully Qualified Domain Name) of the POP3 server when "Enable POP3 Client" is enabled.

Note

If you use FQDN to specify the POP3 server, you must configure the DNS server and enable the DNS in the DNS Session.

3) Type POP3 Login
Select the POP3 login type.
- **Auto:** Select this to automatically designate the POP3 login type by the POP3 server.
- **POP3:** Select this to use the general POP3 login type.
- **APOP:** Select this to use APOP login type. APOP allows users to access the POP3 server by encrypting the user name and password.

Note

If it is not possible to log in the mail server using "Auto", manually set the type of POP3 Login to either "POP3" or "APOP".

4) Account Name
Enter the account name for this equipment to access the POP3 server.

5) Password
Enter the password to access the POP3 server.

6) Scan Rate
Enter how often this equipment should access the POP3 server for new messages.

7) Port Number
Enter the port number to access the POP3 server. The port number varies depending on the port setting in the POP3 server. Generally "110" is used.

Setting up the FTP Client

In the FTP Client menu, you can specify the default port number used for the Save as file using the FTP protocol.

1) Default Port Number
Enter the port number to access the network folder using FTP. The port number used for FTP may differ depending on the FTP Server setting. Generally "21" is used.

Setting up Save As File Settings

An administrator can configure the Save as file settings that apply to the Save as file operations in the Save as file submenu page in the Setup menu.

Note

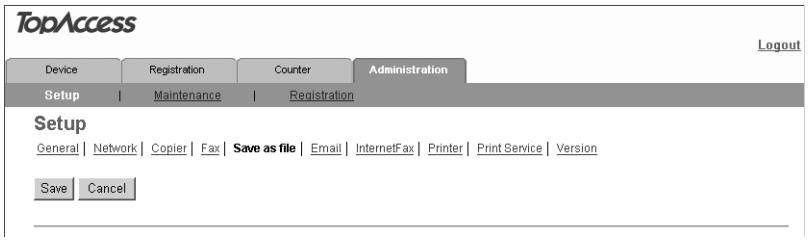
Some settings may not be applied to the display on the equipment immediately upon saving. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after the Auto Clear time period.

Setting up Save as file settings

1 Select the [Administration] tab, enter the administrator's password and click [Login].

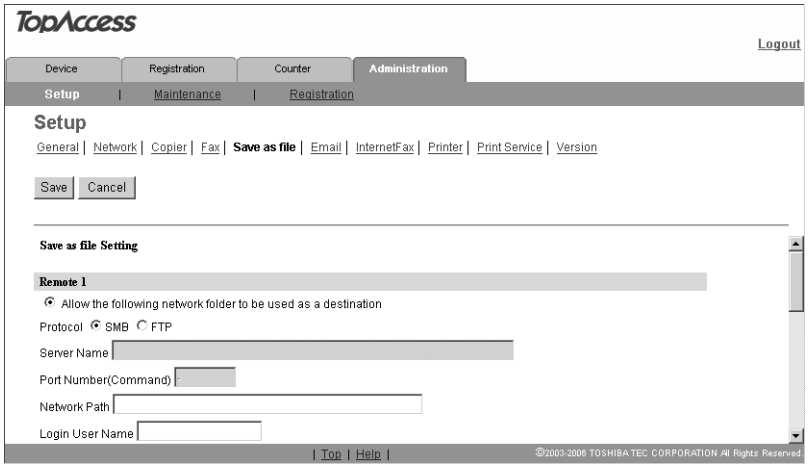
To access the TopAccess administrator mode, see the ***Setup Guide for Printing Functions***.

2 Click the Setup menu and Save as file submenu.



The Save as file submenu page is displayed.

3 In the Save as file submenu page, set the Save as file settings as required.



The following setting can be configured in this page:
P.81 “Setting up Remote 1 and Remote 2”

4 **Click [Save].**

The confirmation dialog box appears.

Tip

If you want to restore the current settings without saving the changes, click [Cancel]. Clicking [Cancel] cannot restore the defaults. This can only clear the changes and restore the current settings.

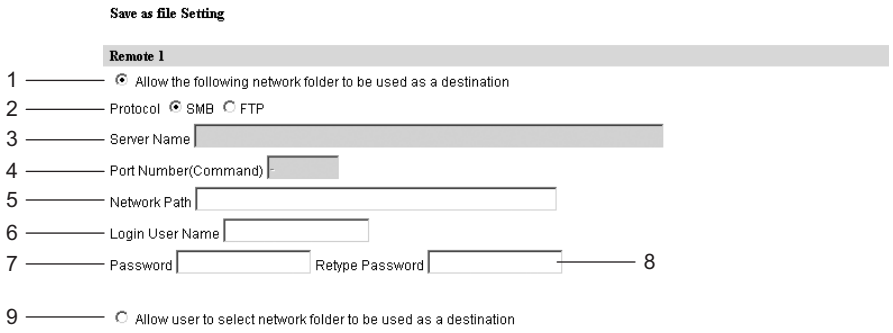
5 **Click [OK] to apply the changes.**

Tip

When using Internet Explorer, even if you change the settings and click [Save], these alterations may not be reflected in the display. However, the settings have actually been changed in the equipment. In such a case, click the Save as file submenu, and then the page will then display the current settings in each field.

Setting up Remote 1 and Remote 2

In Remote 1 and Remote 2, you can specify how users can select the network folders for Save as file destinations when you select "Use Network Folder Destination" in the Destination setting. You can specify two network folders; Remote 1 and Remote 2.
The setting items are the same in Remote 1 and Remote 2.



1) Allow the following network folder to be used as a destination
Select this to restrict users to select only the network folders that you have specified. Otherwise, select "Allow user to select network folder to be used as a destination".

2) Protocol
Select the protocol to be used for uploading a file to the network folder.
- **SMB:** Select it to send a file to the network folder using the SMB protocol.
- **FTP:** Select it to send a file to the FTP server.

3) Server Name
When you select "FTP" as the protocol, enter the FTP server name or IP address where a scanned file will be sent. For example, to send a scanned file to the "ftp://192.168.1.1/user/scanned" FTP folder in the FTP server, enter "192.168.1.1" in this field. You can specify the directory at the "Network Path" field.

4) Port Number (Command)
When you select "FTP" as the protocol, enter the port number to be used for command execution.
Remain "-", which has been set as the default, for the control port. If so, the port number, that has been set in the "FTP Client" in the Network menu page of the Setup tab, will be used. Change this option if you want to use another port number.

5) Network Path
If you select SMB as the protocol, enter the network path to the network folder. For example, to specify the "\\192.168.1.1\user\scanned" folder, enter "\\192.168.1.1\user\scanned".
When you select "FTP" as the protocol, enter the directory in the specified FTP server. For example, to specify the "ftp://192.168.1.1/user/scanned" FTP folder in the FTP server, enter "user/scanned".

Note

If the SMB protocol is selected, specify a computer to which the static IP address is assigned.

6) Login User Name
Enter the login user name to access a SMB server or an FTP server, if required. When you select "FTP" as the protocol, an anonymous login is assumed if you leave this field blank.

7) Password
Enter the password to access a SMB server or an FTP server, if required.

8) Retype Password
Enter the same password again for the confirmation.

9) Allow user to select network folder to be used as a destination
Select this to allow users to specify a network folder as a destination for the Inbound FAX routing by TSI, Template, Fax Received Forward and Internet Fax Received Forward.

Setting up Email Settings

An administrator can configure the Email settings that are needed for Scan to Email operations in the Email submenu page in the Setup menu.

Note

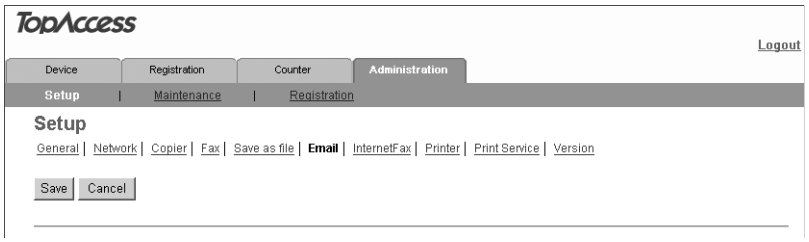
Some settings may not be applied to the display on the equipment immediately upon saving. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after an Auto Clear time period.

Setting up Email settings

1 Select the [Administration] tab, enter the administrator's password and click [Login].

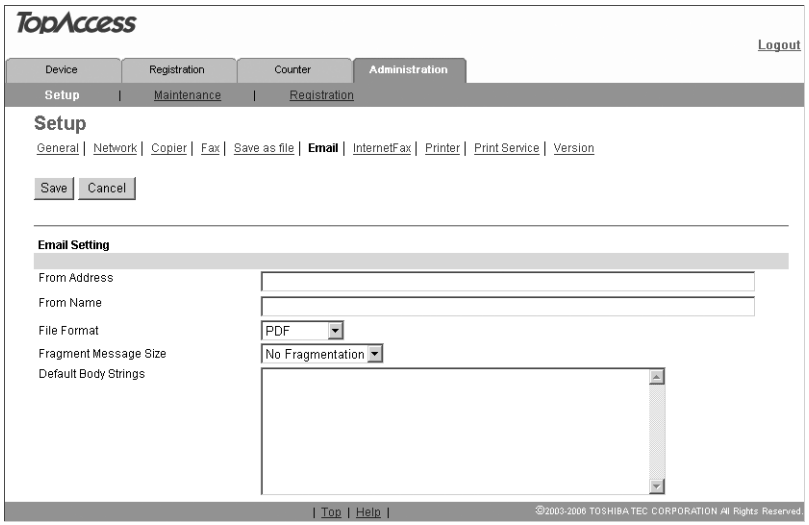
To access the TopAccess administrator mode, see the ***Setup Guide for Printing Functions***.

2 Click the Setup menu and Email submenu.



The Email submenu page is displayed.

3 In the Email submenu page, configure the Email settings as required.



The following setting can be configured in this page:
📖 P.84 “Email Settings”

4 **Click [Save].**
The confirmation dialog box appears.

Tip

If you want to restore the current settings without saving the changes, click [Cancel]. Clicking [Cancel] cannot restore the defaults. This can only clear the changes and restore the current settings.

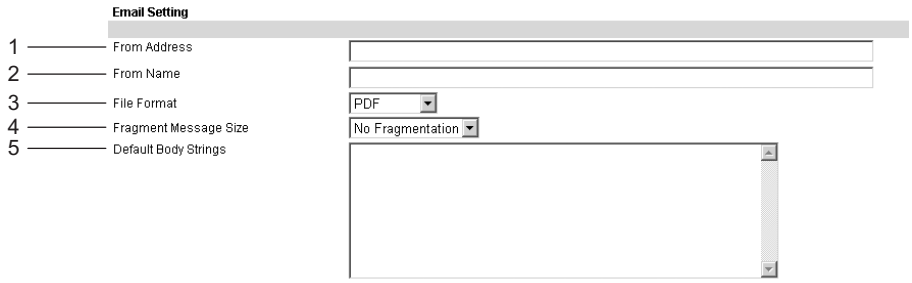
5 **Click [OK] to apply the changes**

Note

When using Internet Explorer, even if you change the settings and click [Save], these alterations may not be reflected in the display. However, the settings have actually been changed in the equipment. In such a case, click the Email submenu, and the page will then display the current settings in each field.

Email Settings

You can specify the "From address", "From name", "File format", "Fragment message size", and "Default body strings" that apply to the Scan to Email documents.



1) From Address
Enter the email address of this equipment.

Note

You need to enter the email address in the "From Address" field to enable Scan to Email.

2) From Name
Enter the name of this equipment.

3) File Format
Select the file format of the files to be sent as an email.
- **PDF:** Select this to attach scanned images to Email as a PDF file.
- **TIFF(Multi):** Select this to attach scanned images to Email as a Multi-page TIFF file.

4) Fragment Message Size
Select the size for the message fragmentation.

5) Default Body Strings

Enter the body text that will be automatically entered in the Body field when users operate Scan to Email from the control panel of this equipment . This body text will be applied to the Email. In the Inbound FAX routing by TSI, Template, Fax Received Forward and Internet Fax Received Forward, the body text can be entered when the Email settings of each function are performed.

Setting up InternetFax Settings

An administrator can configure the InternetFax settings needed for InternetFax transmissions in the InternetFax submenu page in the Setup menu.

Notes

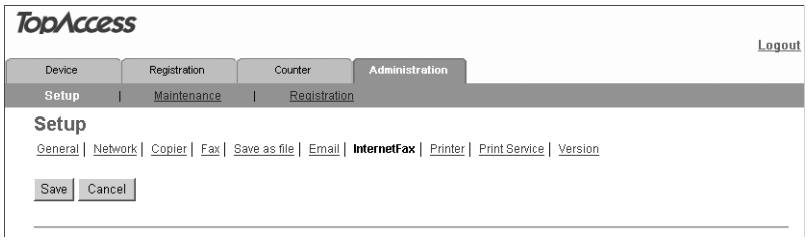
- Some settings may not be applied to the display on the equipment immediately upon saving. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after an Auto Clear time period.
- The settings in the InternetFax submenu page are applied only when the Fax Kit is installed.

Setting up InternetFax settings

1 Select the [Administration] tab, enter the administrator's password and click [Login].

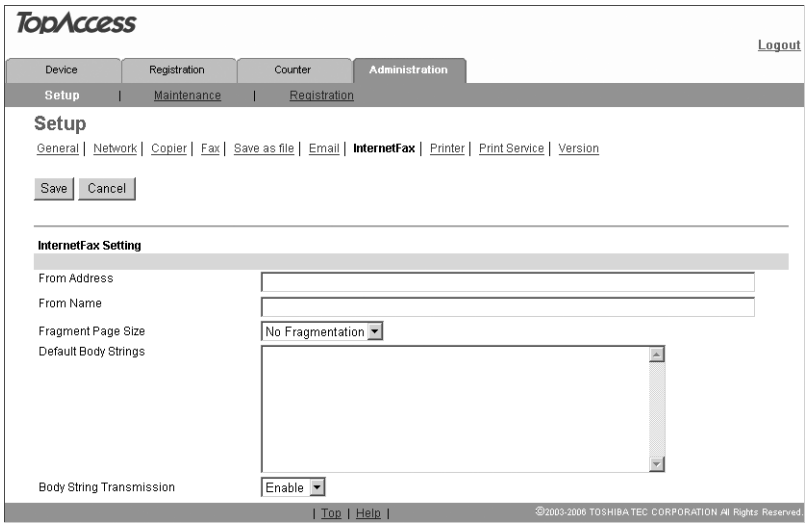
To access the TopAccess administrator mode, see the ***Setup Guide for Printing Functions***.

2 Click the Setup menu and InternetFax submenu.



The InternetFax submenu page is displayed.

3 In the InternetFax submenu page, configure the InternetFax settings as required.



The following setting can be configured in this page:
P.87 “InternetFax Setting”

4 Click [Save].

The confirmation dialog box appears.

Tip

If you want to restore the current settings without saving the changes, click [Cancel]. Clicking [Cancel] cannot restore the defaults. This can only clear the changes and restore the current settings.

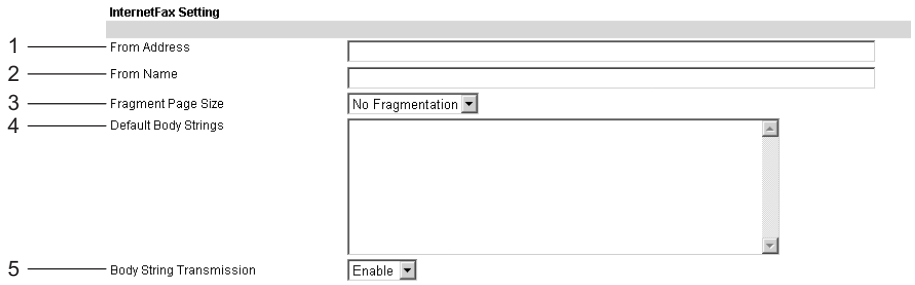
5 Click [OK] to apply the changes.

Note

When using Internet Explorer, even if you change the settings and click [Save], these alterations may not be reflected in the display. However, the settings have actually been changed in the equipment. In such a case, click the InternetFax submenu and the page will then display the current settings in each field.

InternetFax Setting

You can specify the "From address", "From name", "Fragment page size", "Default body strings" and "Body strings Transmission" that apply to the InternetFaxes.



1) From Address
Enter the email address of this equipment.

Note

You must enter the email address in the "From Address" field to enable the InternetFax.

2) From Name
Enter the name of this equipment.

3) Fragment Page Size
Select the size for the message fragmentation.

4) Default Body Strings
Enter the body text that will be automatically entered in the Body field when users operate Scan to InternetFax from the control panel of this equipment. This body text will be applied to all of the InternetFaxes. It cannot be changed by users who have no administrative privileges.

5) Body Strings Transmission
Select whether the body strings will be sent or not.

Setting up Print Service Settings (Scanning Function)

In the Print Service submenu page in the Setup menu, an administrator can configure such print services as Raw TCP Print, LPD Print, IPP Print, NetWare Print, and Email Print.

Note

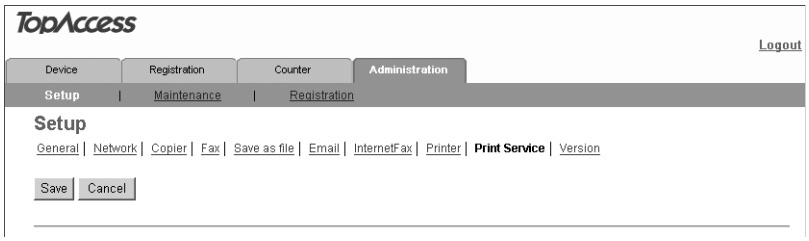
Some settings may not apply to the LCD of this equipment as soon as you save the settings. The settings will be updated by pressing the [FUNCTION CLEAR] button on the Control Panel or after an Auto Clear time period.

Setting the print service settings

1 Select the [Administration] tab, enter the administrator's password and click [Login].

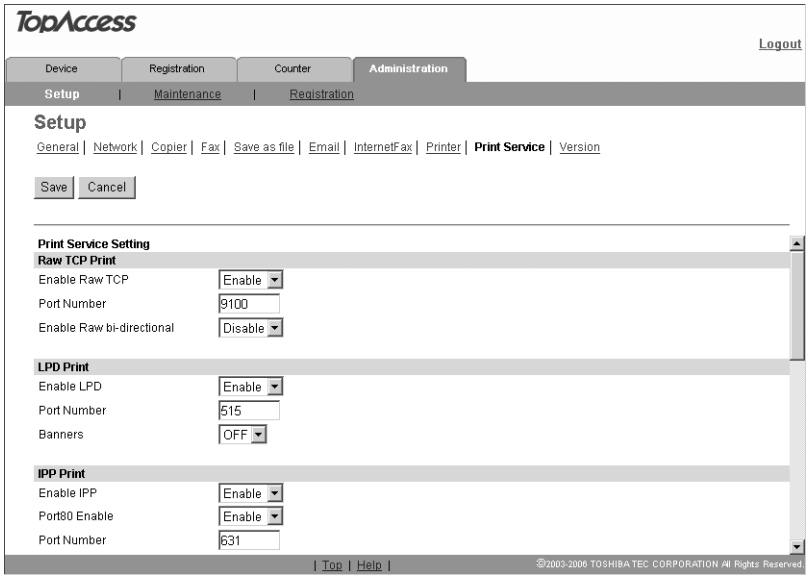
To access the TopAccess administrator mode, see the ***Setup Guide for Printing Functions***.

2 Click the Setup menu and Print Service submenu.



The Scan to Print Service submenu page is displayed.

3 In the Print Service submenu page, set the Print Service settings as required.



In the Print Service submenu page, you can set the following:
📖 P.90 “Setting up the Email Print”

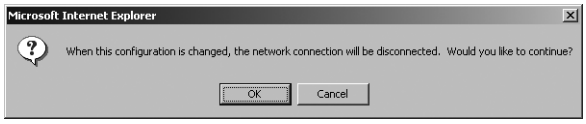
See the ***Setup Guide for Printing Functions*** for the following settings:
Setting up the Raw TCP print
Setting up the LPD print
Setting up the IPP print
Setting up the NetWare print

4 **Click [Save].**
The confirmation dialog box appears.

Note

If you want to restore the current settings without saving the changes, click [Cancel]. Clicking [Cancel] cannot restore the defaults. This can only clear the changes and restore the current settings before saving the changes.

5 **Click [OK] to apply the changes.**

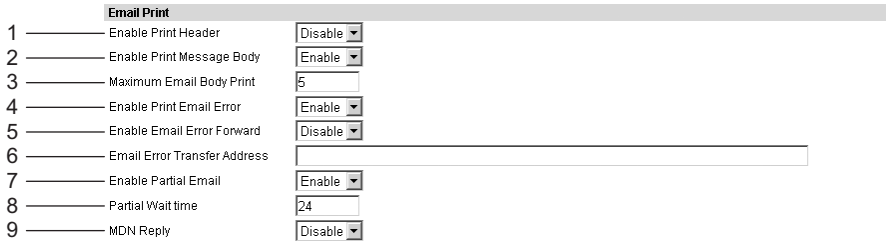

Microsoft Internet Explorer
When this configuration is changed, the network connection will be disconnected. Would you like to continue?
OK
Cancel

Note

When using the Internet Explorer, the settings that are displayed in each field may not be changed even if you change the settings and click [Save]. However, the settings have been changed in the equipment. In that case, click the Print Service submenu then the page displays the current settings in each field.

Setting up the Email Print

In the Email Print, you can set how the Email print jobs are printed.
Setting up the Email print is available only when the Fax Kit is installed.



1) Enable Print Header
Select whether to print the Email header when Email print jobs are received.

2) Enable Print Message Body
Select whether to print the body message when Email print jobs are received.

3) Maximum Email Body Print
Enter the maximum number of the body message pages of the received Email to be printed. Any number between 1 and 99 can be entered.

4) Enable Print Email Error
Select whether to print an error report when Email printing is not completed properly.

5) **Enable Email Error Forward**
Select whether to send an error message to the specified Email address when Email printing is not completed properly.

6) **Email Error Transfer Address**
Enter an administrative Email address where the error message is sent to if "Email Error Forward" is enabled.

7) **Enable Partial Email**
Select whether to print Email jobs that are partially received.

8) **Partial Wait Time**
Enter how long the equipment should wait for before printing a partial Email job. This should be entered in hours.

9) **MDN Reply**
Select whether to send the MDN message reply or not when the equipment receives an Email print job with a MDN request.

Displaying Version Information

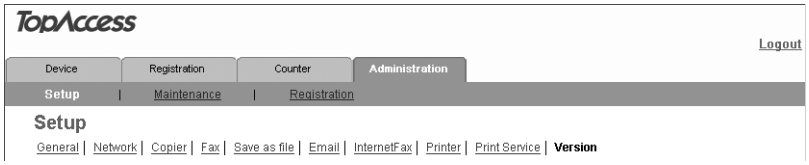
An administrator can display the system software version information of this equipment. The version information can be displayed from the Setup menu page.

Displaying the version information

1 Select the [Administration] tab, enter the administrator's password and click [Login].

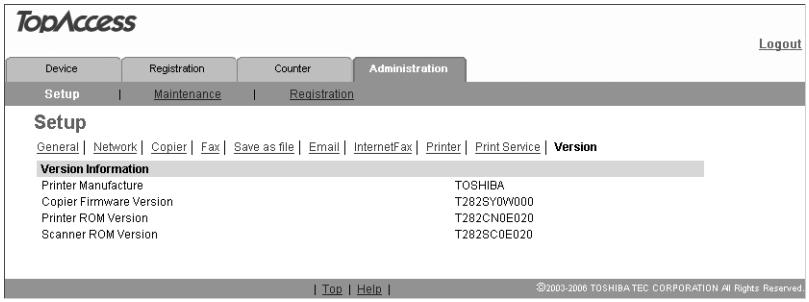
To access the TopAccess administrator mode, see the ***Setup Guide for Printing Functions***.

2 Click the Setup menu and Version submenu.



The Version submenu page is displayed.

3 In the Version submenu page, you can confirm the version information of the system software.



9

TopAccess ADMINISTRATION TAB PAGE - MAINTENANCE MENU

This chapter describes the maintenance of TopAccess performed by the TopAccess administrator.

About the Maintenance Functions 94
Switching Languages 95
Backing up Data 97
Restoring Data from Backup File 100
Setting up Notification Functions 103
Importing Address Book Data 105
Exporting Address Book Data 108
Exporting Department Code Data 110

About the Maintenance Functions

In the Maintenance menu of the TopAccess administrator mode, an administrator can perform the following maintenance:

Install Language

The administrator can change the language displayed in the TopAccess screen.

🕮 P.95 “Switching Languages”

Backing up data

An administrator can create backup files of address book and template.

🕮 P.97 “Backing up Data”

Restoring data from the backup files

An administrator can restore the address book from the backup files.

🕮 P.100 “Restoring Data from Backup File”

Setting up notification functions

The administrator can enable the notification functions with Emails, and also can set on which event each notification will be sent.

🕮 P.103 “Setting up Notification Functions”

Importing address book data

This equipment allows you to import address book data in CSV format.

🕮 P.105 “Importing Address Book Data”

Exporting address book data

The address book data can be exported in a CSV format.

🕮 P.108 “Exporting Address Book Data”

Exporting department code data

The department code data can be exported in a CSV format.

🕮 P.110 “Exporting Department Code Data”

Note

When the address book data of the equipment are backed up, restored or imported/exported, updating the data may take a while depending on their data size. Do not turn the power of the equipment OFF until the data are updated.

Switching Languages

You can switch the currently-used language to the desired one by uploading the language of TopAccess in the Scan Utilities CD-ROM to this equipment.

1 Insert the Scan Utilities CD-ROM into a client PC.

When inserting the Scan Utilities CD-ROM, the installer may automatically start. Click [Cancel] to make the installer exit and continue the operation.

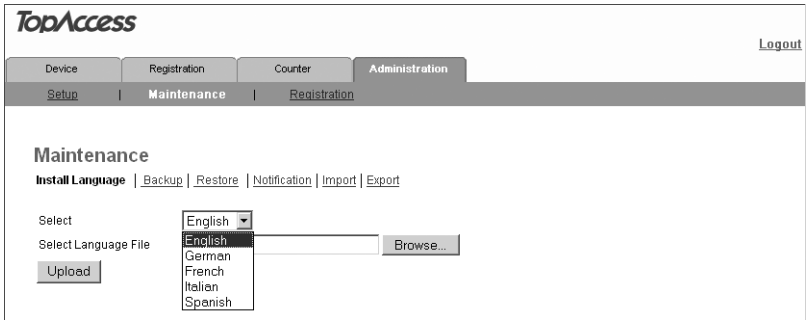
2 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the ***Setup Guide for Printing Functions***.

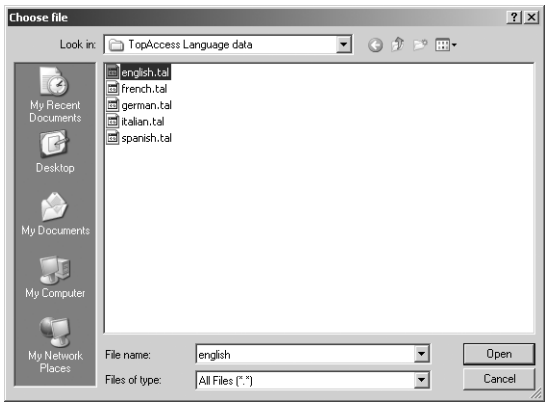
3 Click the Maintenance menu and Install Language submenu.

The Install Language submenu page is displayed.

4 Select the desired language in the “Select” drop down box.



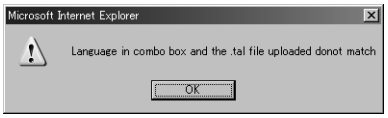
5 Click [Browse] and then select the TopAccess Language data folder in the Scan Utilities CD-ROM. Then select the desired language file and click [Open].



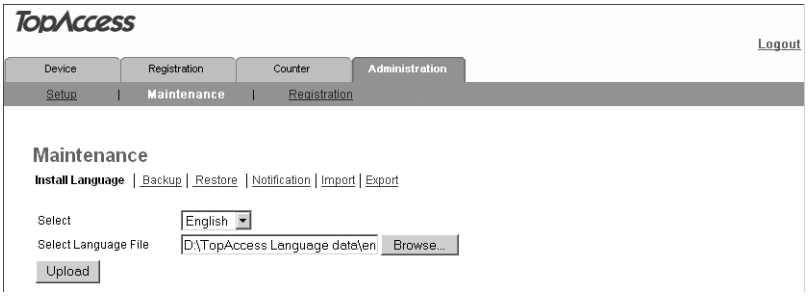
TopAccess language:
[CD-ROM drive]: \TopAccess Language data

Note

If the language selected in the drop down box and the one selected from the Scan Utilities CD-ROM differ, the error message dialog box shown below appears. Click [OK] in this message dialog box and then select the correct language.



6 Click [Upload].



Uploading starts. When it is completed, the language is switched.

Backing up Data

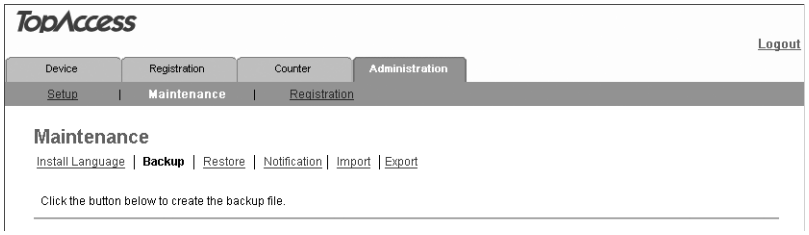
The administrator can create backup files of the address book and template data. The backup files can be used to restore the data.

Backing up data as files

1 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the ***Setup Guide for Printing Functions***.

2 Click the Maintenance menu and Backup submenu.



The Backup submenu page is displayed.

3 Click [Create New File] for the data that you want to backup.

“Backup or restoration process in progress.” appears and the backup process begins.

Note

If you create a template using the Email agent, select “Combined Backup”.

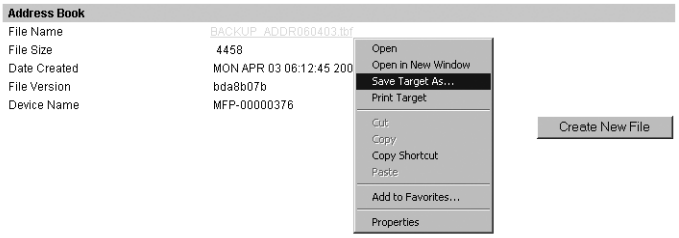
4 Click [REFRESH] on the right side.

A backup file is created and its name and size will be displayed.

Note

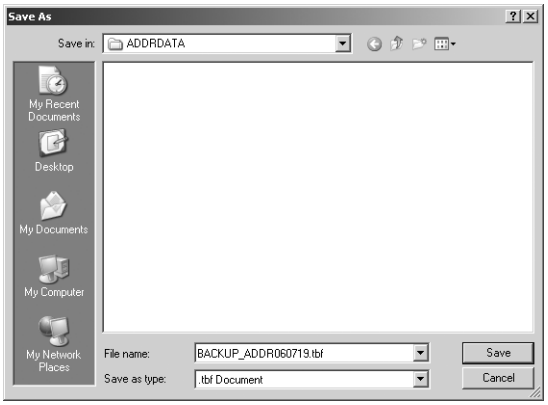
If the screen is not refreshed by clicking the [REFRESH] icon, please wait a while and then try again. Creating the backup file may take a few minutes depending on its size.

5 Right-click the File Name link and select [Save Target As...].



The Save As dialog box appears.

6 Select the file location and select “All Files” in the “Save as type” drop down box.



Note

It is recommended to save the backup file as it is named. If you change the file name, the equipment cannot restore the data from the backup files. The file name of each backup data must be the following name:
- Address Book: BACKUP_ADDR<date>.tbf
- Template: BACKUP_TEMP<date>.tbf
- Combined Backup: BACKUP_ALL<date>.tbf

7 Click [Save].

The backup file is saved in the selected location.

Caution

If you turn the power of the equipment OFF, the backup files in the equipment will be lost.

Restoring Data from Backup File

An administrator can restore the address book and template data using the backup files. This maintenance feature is used to restore data from backup files, to recover the original environments.

Restoring data from backup files

Note

Before restoring the data from backup files, please confirm that there is no print job, no scan job, and no Fax job. The backup files cannot be restored if there are any jobs that have been processed.

1 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the ***Setup Guide for Printing Functions***.

2 Click the Maintenance menu and Restore submenu.

The Restore submenu page is displayed.

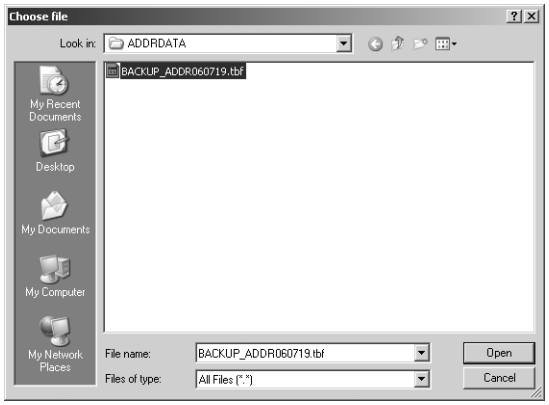
3 Click [Browse] in the data section that you want to restore, or click [Browse] in the "Combined Restore" section to restore all data from a backup file of all data.

Notes

- You cannot restore several backup files at a time.
- If you create a template using the Email agent, select “Combined Restore”.

The Choose File dialog box appears.

4 Select a backup file and click [Open].



The file version and device name of selected backup file will be displayed.

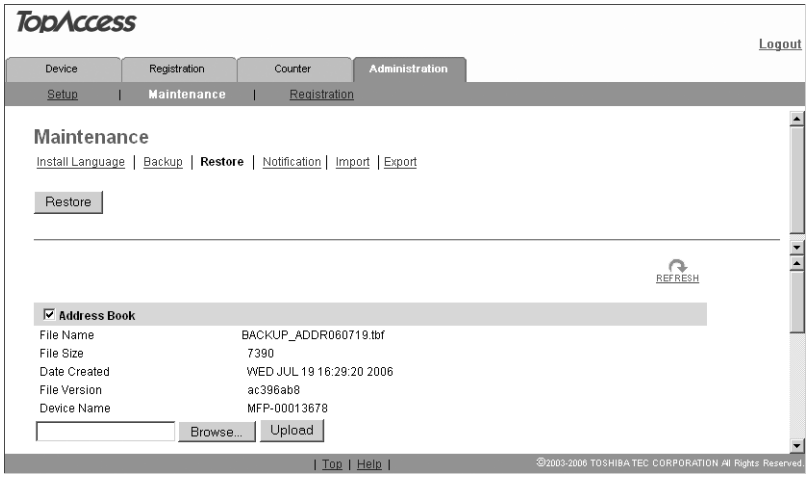
Note

If the backup file name is not the name as shown below, the equipment cannot restore the data from the backup files.
- Address Book: BACKUP_ADDR<date>.tbf
- Template: BACKUP_TEMP<date>.tbf
- Combined Backup: BACKUP_ALL<date>.tbf

5 Click [Upload].

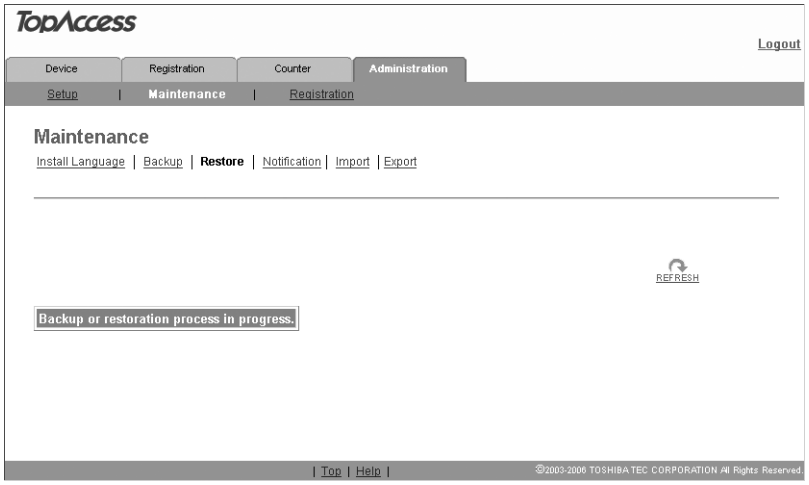
The Restore screen displays the backup file information.

6 Check the box of data that you uploaded a backup file and click [Restore].



"Backup or restoration process in progress." appears and the restoration process begins.

7 Click [REFRESH] on the right side.



The address book data are restored in this equipment.

Note

If the screen is not refreshed by clicking the [REFRESH] icon, please wait a while and then try again. Restoration may take a few minutes depending on the file size.

Setting up Notification Functions

The administrator can set up the notification functions and receives an Email notification when a system error occurred.

Note

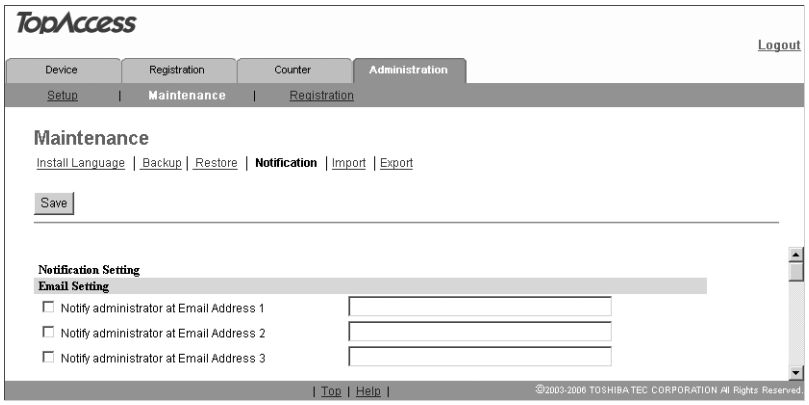
To enable the notification functions, Email setting is required in the Email submenu page in the Setup menu.
📖 P.83 “Setting up Email settings”

Setting up notification events

1 Select the [Administration] tab, enter the administrator's password and click [Login].

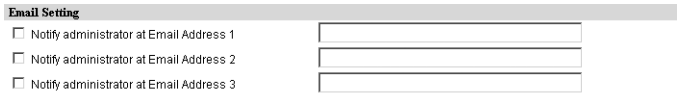
To access the TopAccess administrator mode, see the ***Setup Guide for Printing Functions***.

2 Click the Maintenance menu and the Notification submenu.



The Notification submenu page is displayed.

3 In the Email Setting, check the desired box of "Notify administrator at Email Address" from 1 to 3 to enable the notification function, and enter the administrator's Email address to which the notifications will be sent.


Email Setting
Notify administrator at Email Address 1
Notify administrator at Email Address 2
Notify administrator at Email Address 3

Tip

Up to three Email addresses can be specified in this setting.

4 In the General Notification Event, check the boxes for events you want to be notified on.

5 In the Received Fax/InternetFax Notification Events, check the boxes for the relay Fax transmission statuses you want to be notified.

When the Fax Kit (optional) has not been installed, this menu is not displayed.

6 In the Scan Notification Event, check the boxes for the levels of scan errors you want to be notified.

7 In the Fax Received Forward Notification Events, check either or both of the boxes "Send email when an error occurs" and "Send email when job is completed".

When the Fax Kit (optional) has not been installed, this menu is not displayed.

8 In the InternetFax Received Forward Notification Events, check either or both of the boxes "Send email when an error occurs" and "Send email when job is completed".

When the Fax Kit (optional) has not been installed, this menu is not displayed.

9 Click [Save].

Importing Address Book Data

You can import the address book data in a CSV format to TopAccess. The data need to be comma-deliminated CSV files complying with the address book data format of TopAccess. Create the file in the following format:

```
"NAME","Email Address","Tel Number","ABB_ID","OT_ID","Search Letter"
"Use01","user01@toshibatec-ifax.com","000000000001","1","1","A"
"Use02","user02@toshibatec-ifax.com","000000000002","","2","B"
"Use03","user03@toshibatec-ifax.com","000000000003","2","","A"
```

Note

Each item in the address book data is imported to TopAccess under the following item names:

Item Names in Address Book	Item Names in TopAccess	Maximum Number of letters Acceptable
NAME	Name	20 one-byte letters / 10 two-byte letters
Email Address	Email Address	192 one-byte letters
Tel Number	Fax Number	128 one-byte letters (Digits and signs “*”, “#”, “-“)
ABB_ID	ABB. Number	3 one-byte letters (Digits from 001 to 999)
OT_ID	One Touch Number	2 one-byte letters (Digits from 1 to 75)
Search Letter	(Import disabled)	-

- Be sure to enter “NAME”, and also enter either “Tel Number” or “Email Address”. If not, the user data will not be imported.
- Data with letters exceeding the maximum number shown above cannot be imported.
- Be sure to enter either “ABB_ID” or “OT_ID”.
- A maximum of 300 abbreviated numbers (“ABB_ID”) and a maximum of 75 one-touch numbers (“OT_ID”) can be imported.
- If an abbreviated number (“ABB_ID”) already registered for one user is used for another, only the data of the user first registered in this abbreviated number will be imported. (The same procedure is taken in one-touch numbers (“OT_ID”).)
- For letters accepted for “Search Letter”, see the ***Operator’s Manual for Facsimile Function***.

Importing the address book data from a CSV file

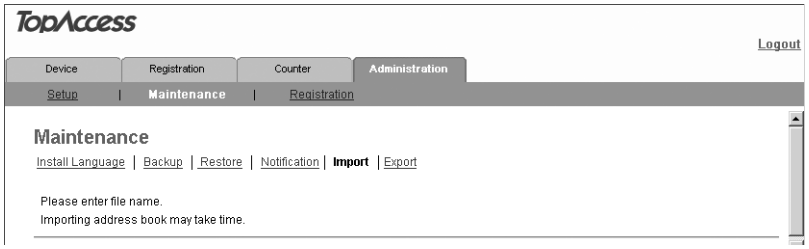
Note

Before importing the address book data, please confirm that there is no print job, no scan job, and no Fax job. The address book data cannot be imported if there are any jobs that have been processed. If importing the address book data takes a long time, perform restoring the data after the equipment turns in a Sleep/Auto Shut Off mode.

1 Select the [Administration] tab, enter the administrator's password and click [Login].

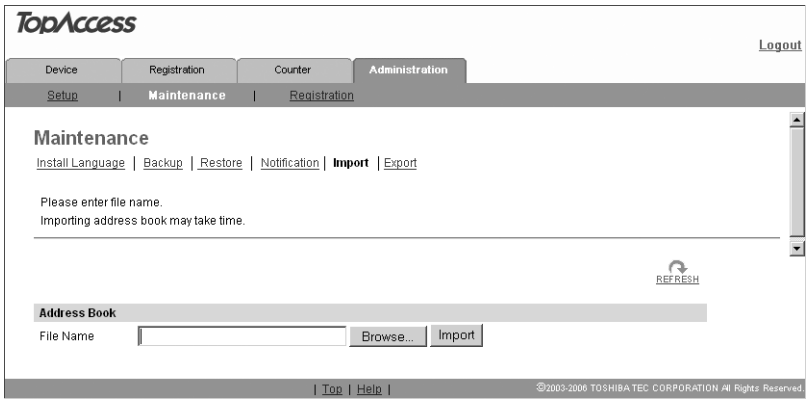
To access the TopAccess administrator mode, see the ***Setup Guide for Printing Functions***.

2 Click the Maintenance menu and Import submenu.



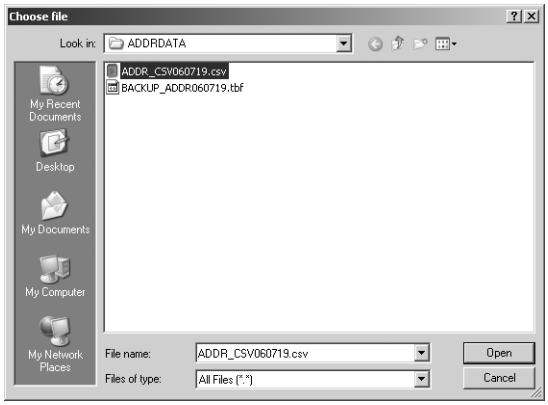
The Import submenu page is displayed.

3 Click [Browse...] in the Address Book area.



The Choose File dialog box appears.

4 Select the CSV file that contains address book data and click [Open].



5 Click [Import].

"Backup or restoration process in progress." appears and the import process begins.

6 Click [REFRESH] on the right side.

The address book data are imported from the CSV file to this equipment.

Note

If the screen is not refreshed by clicking the [REFESH] icon, please wait a while and then try again. Import may take a few minutes depending on the file size.

Exporting Address Book Data

The address book data can be exported in a CSV format. For the formats of the address book data and each item, see the following page:
📖 P.105 “Importing Address Book Data”

Exporting address book data as CSV file

1 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the ***Setup Guide for Printing Functions***.

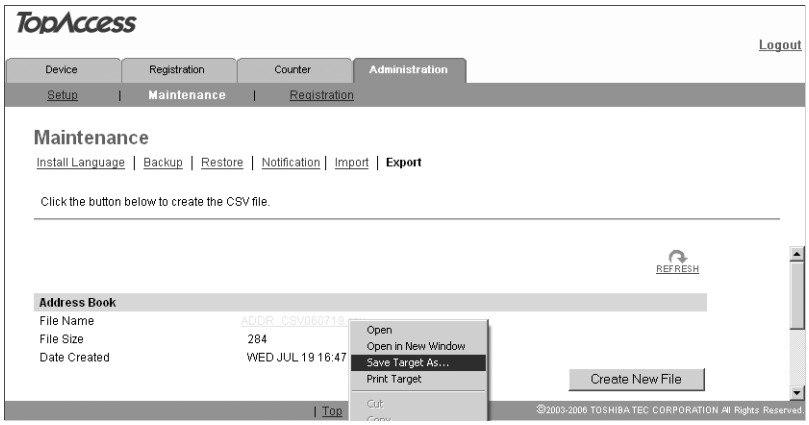
2 Click the Maintenance menu and the Export submenu.

The Export submenu page is displayed.

3 Click [Create New File] in the Address Book area.

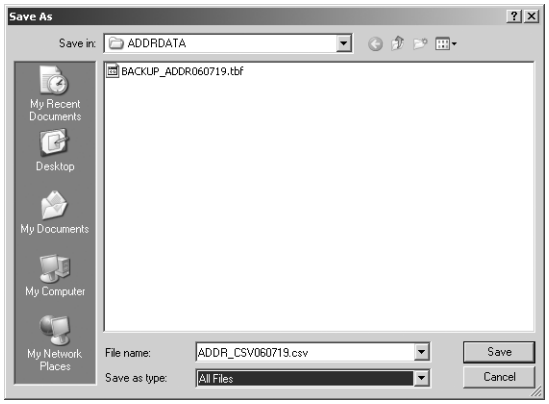
The information of the address book data (CSV file name) is displayed.

4 Right-click the link of the file name, and select [Save Target As ...].



The Save As dialog box is displayed.

5 Specify where the file is to be saved, and select "All Files" in the "Save as type" drop down box.



6 Click [Save].

The address book data file in a CSV format is saved in the location you specified.

Caution

If you turn the power of the equipment OFF, the export files in the equipment will be lost.

Exporting Department Code Data

The department code data can be exported in a CSV format.

Note

These data can be exported only when the department code is set in the equipment.

Exporting department code data as CSV file

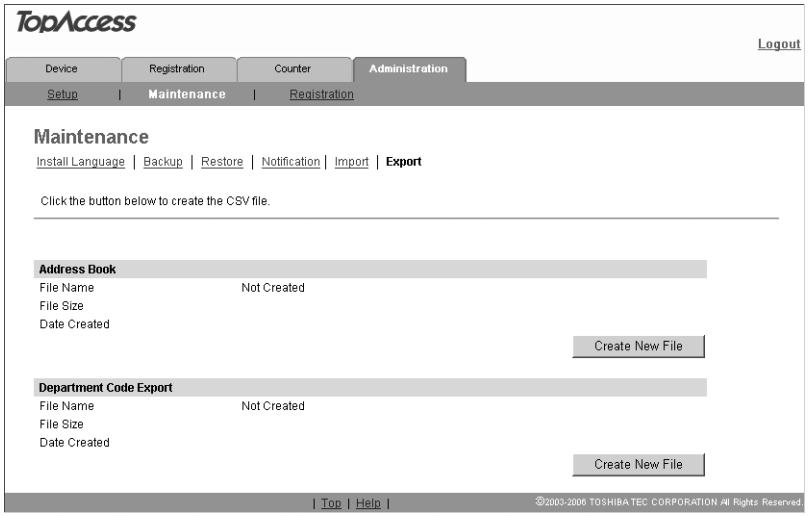
1 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the ***Setup Guide for Printing Functions***.

2 Click the Maintenance menu and the Export submenu.

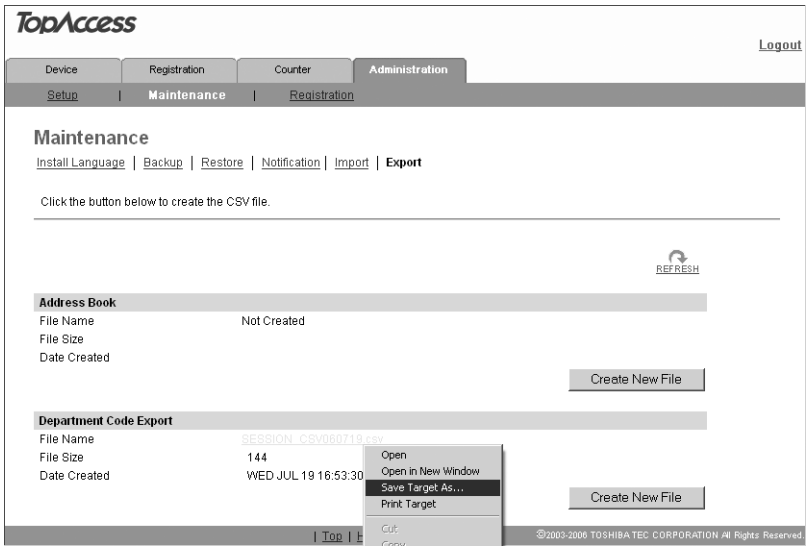
The Export submenu page is displayed.

3 Click [Create New File] in the Department Code Export area.



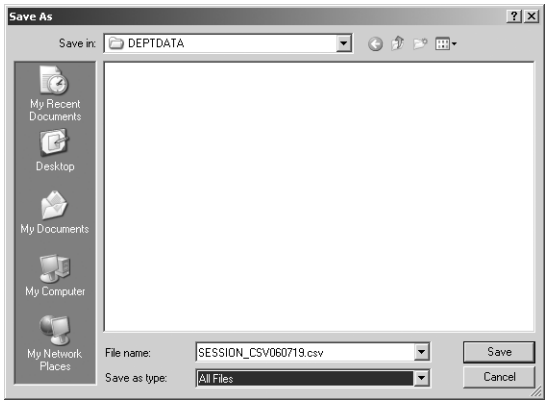
The information of the department code data (CSV file name) is displayed.

4 Right-click the link of the file name, and select [Save Target As ...].



The Save As dialog box is displayed.

5 Specify where the file is to be saved, and select "All Files" in the "Save as type" drop down box.



6 Click [Save].

The department code data file in a CSV format is saved in the location you specified.

Caution

If you turn the power of the equipment OFF, the export files in the equipment will be lost.

10

TopAccess ADMINISTRATION TAB PAGE - REGISTRATION MENU

This chapter describes the registration functions performed by the TopAccess administrator.

About Registration Functions 114

Registering Public Templates 115

Panel Setting 119
Destination Setting (Public Template) 120
Email Setting (Public Template) 123
Save As File Setting (Public Template) 124
TWAIN Setting 125
Scan Setting 126
Resetting Public Templates 127

Registering Fax and InternetFax Received Forward 130

Destination Setting (Fax/InternetFax Received Forward) 132
Email Setting (Fax/InternetFax Received Forward) 135
Save As File Setting (Fax/InternetFax Received Forward) 136

About Registration Functions

In the Registration menu in the TopAccess administrator mode, the administrator can perform the following registrations:

- Public template registration
  The administrator can create and register public templates.
  📖 P.115 “Registering Public Templates”
- Registration and settings of Fax Received Forward and InternetFax Received Forward
  The administrator can register agents for forwarding the received Fax and InternetFax to the specified destinations.
  📖 P.130 “Registering Fax and InternetFax Received Forward”

Note

The Fax Received Forward function and the InternetFax Received Forward function are available only when the Fax Kit (optional) is installed.

Registering Public Templates

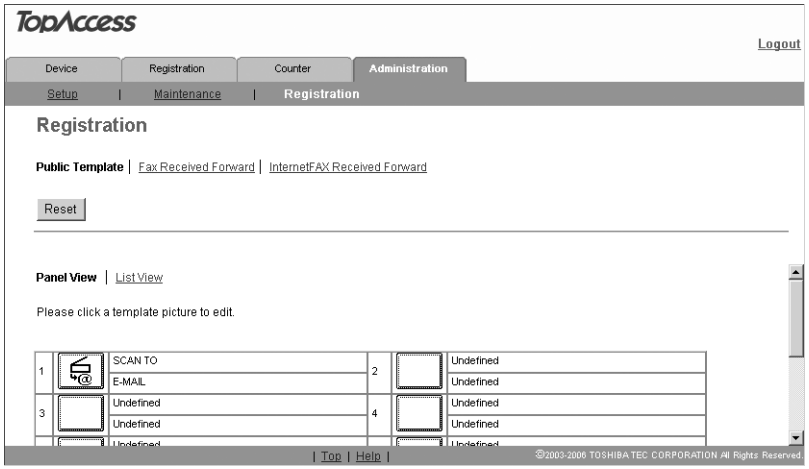
The administrator can perform the creation, registration and maintenance of public templates. Users can view and use public templates but cannot modify them.

Creating or editing public templates

1 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the ***Setup Guide for Printing Functions***.

2 Click the Registration menu and the Public Template submenu.

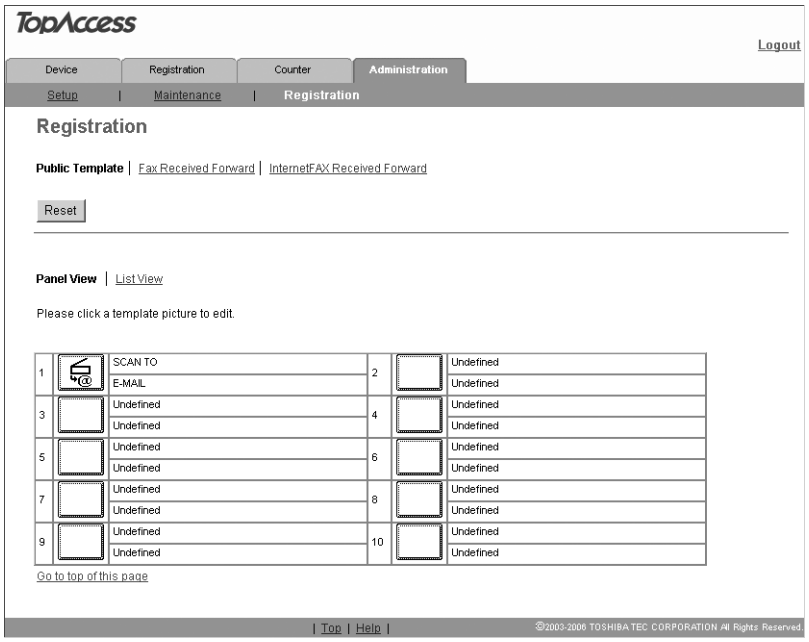


The Public Template submenu page is displayed.

Tip

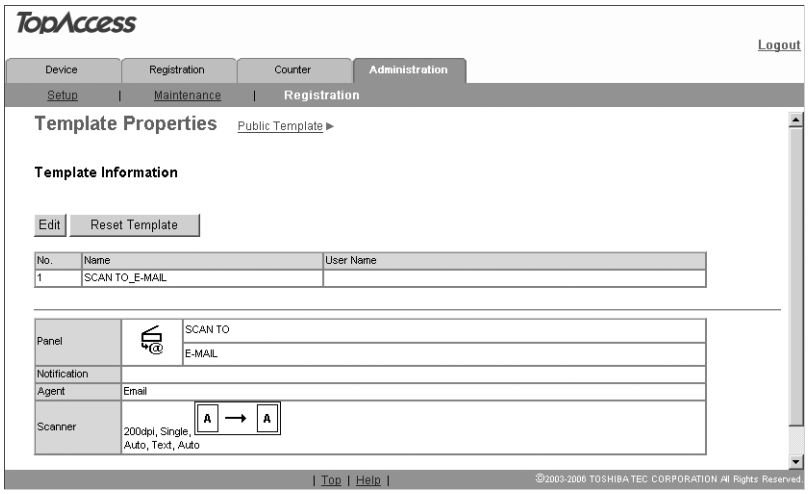
Note that the public template numbers 1-10 correspond to the one touch numbers on the External Keyboard (optional) 66-75.

3 **The public templates are displayed in a panel list. To create a new template, click a blank template icon (denoting "undefined") shown at the right of each template number. To edit the existing template, click an existing template icon in the same area (the template name is shown on its right).**



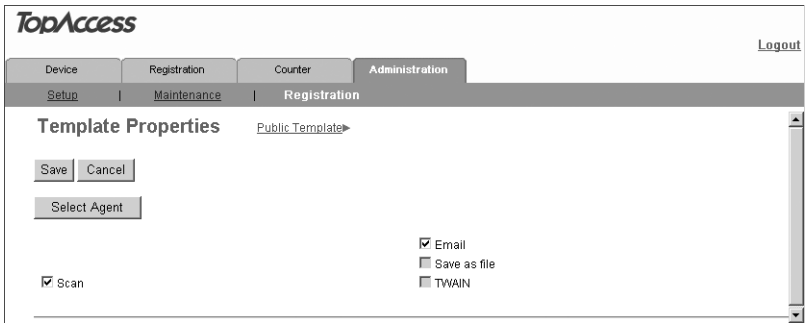
If you click a blank template icon, the Template Properties page for selecting agents is displayed.
Go to step 5.
If you click an existing template icon, the Template Properties page for editing template information is displayed.
Go to step 4.

4 **Click [Edit] in the Template Properties page for editing template information.**



The Template Properties page for selecting agents is displayed.

5 Select agent and click [Select Agent].



Scan: Be sure to select this check box when creating a template. One of the following three agents for templates can be selected.
Email: Select this to create a template for sending Emails.
Save As File: Select this to create a template for saving files.
TWAIN: Select this to create a template for saving files using TWAIN driver.

Tip

You can select only one of "Email", "Save as file" and "TWAIN".
In the Email agent setting, you can specify the Panel setting, Destination setting, Email setting and Scan setting.

📖 P.119 “Panel Setting”
📖 P.120 “Destination Setting (Public Template)”
📖 P.123 “Email Setting (Public Template)”
📖 P.126 “Scan Setting”

In the Save as file agent setting, you can specify the Panel setting, Save as file setting and Scan setting.

📖 P.119 “Panel Setting”
📖 P.124 “Save As File Setting (Public Template)”
📖 P.126 “Scan Setting”

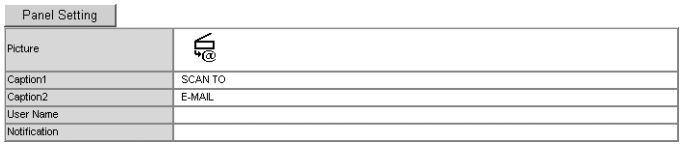
In the TWAIN agent setting, you can specify the Panel setting, TWAIN setting and Scan setting.

📖 P.119 “Panel Setting”
📖 P.125 “TWAIN Setting”
📖 P.126 “Scan Setting”

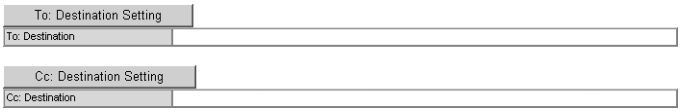
6 Click the button of each item to configure or edit the template properties.

[Panel Setting]: Click this to specify the icon settings of the template.

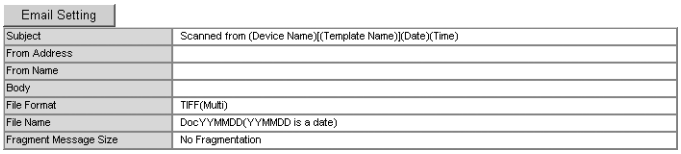
📖 P.119 “Panel Setting”



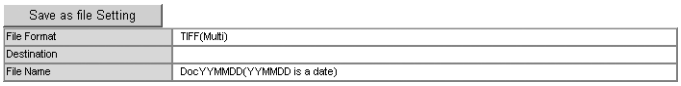
[Destination Setting]: Click this to specify destinations when registering Email agents. You can specify the destinations for "To" and "Cc".
P.120 “Destination Setting (Public Template)”



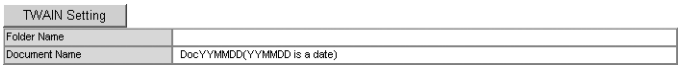
[Email Setting]: Click this to specify the method to send documents as Emails when registering Email agents.
P.123 “Email Setting (Public Template)”



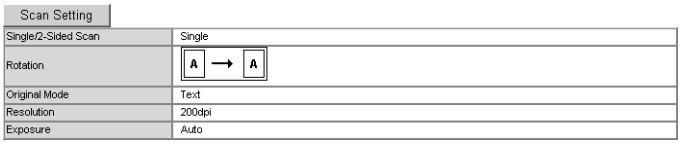
[Save As File Setting]: Click this to specify the method to save documents in a network folder when registering Save as file agents.
P.124 “Save As File Setting (Public Template)”



[TWAIN Setting]: Click this to specify the method to save documents using TWAIN driver when registering TWAIN agents.
P.125 “TWAIN Setting”



[Scan Setting]: Click this to specify the method to scan documents.
P.126 “Scan Setting”

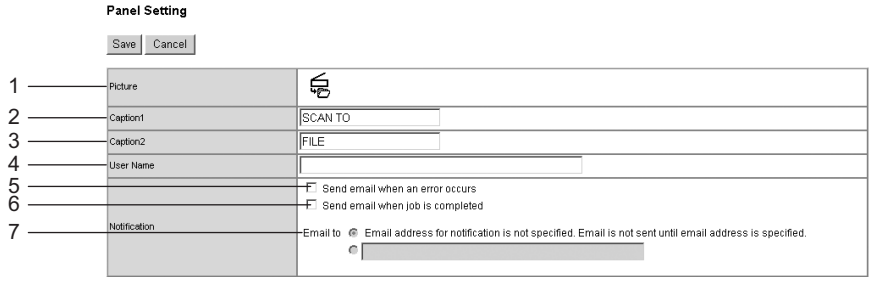


7 After having configured the template properties, click [Save].

The template properties are registered.

Panel Setting

In the Panel Setting page, you can specify the method to display template icons on the TopAccess panel display. You can also set notifications for templates.



1) Picture
These icons are displayed in the TopAccess panel display. The icons are automatically specified depending on the agents you selected.

2) Caption 1
Enter the text displayed next to the icon in the TopAccess panel display, or in the "Name" field of the list display. Up to 11 one-byte letters and up to 5 two-byte letters can be entered.

3) Caption 2
Enter the text displayed next to the icon in the TopAccess panel display, or in the "Name" field of the list display. Up to 11 one-byte letters and up to 5 two-byte letters can be entered.

4) User Name
Enter the owner name of the template.

5) Notification - Send email when an error occurs
Select this to send a notification message to the specified Email addresses when an error has occurred.

6) Notification - Send email when job is completed
Select this to send a notification message to the specified Email addresses when a job is completed.

7) Notification - Email to
Specify Email addresses to which the notification message is sent.

Note

When you have enabled the Notification setting, be sure to set up the Email settings in the Email submenu page of the Setup menu in the TopAccess in the administrator mode. For the setting procedure, see the following section:
P.83 “Setting up Email settings”

Destination Setting (Public Template)

In the Recipient List page, you can specify the destinations of Emails. When you are specifying destinations, you can select only Email addresses.
To specify the destinations, enter the Email address of each destination manually or select from the address book by person or by group. (A maximum of 375)
📖 P.120 “Entering destinations manually”
📖 P.121 “Selecting destinations from address book”
📖 P.122 “Selecting destination group from address book”
📖 P.122 “Deleting destination from Recipient List”

Entering destinations manually

1 Click [To: Destination Setting] or [Cc: Destination Setting] and open the Recipient List page.

2 Click [New].

The Contact Property page is displayed.

3 Enter the Email address of the destination in the Destination field.

4 Click [OK].

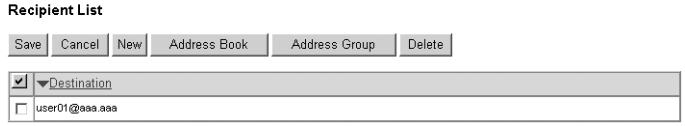
The entered destination is added to the Recipient List page.

5 To enter more than one destination, repeat steps from 2 to 4.

Tip

You can delete a destination added to the Recipient List page before saving the destination setting.
📖 P.122 “Deleting destination from Recipient List”

6 Click [Save].

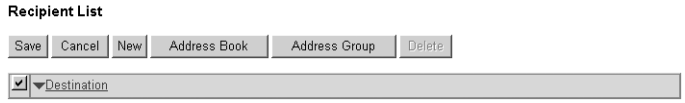


The destination setting is saved.

Selecting destinations from address book

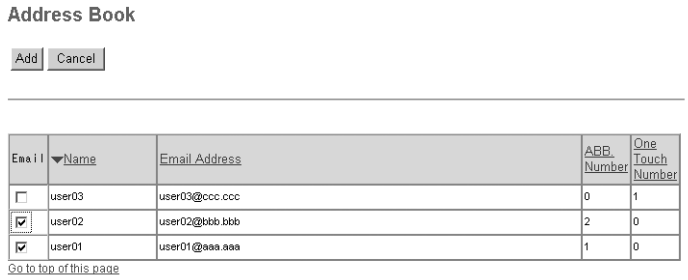
1 Click [To: Destination Setting] or [Cc: Destination Setting] and open the Recipient List page.

2 Click [Address Book].



The Address Book page is displayed.

3 Check the box for the desired destination in the Email field.



4 Click [Add].

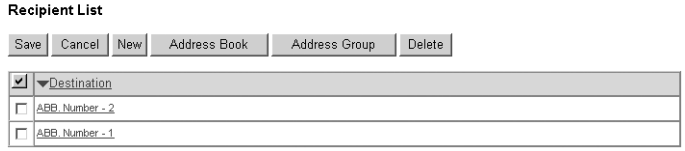
The selected destination is added to the Recipient List page.

Note

You can delete a destination added to the Recipient List page before saving the destination setting.

P.122 “Deleting destination from Recipient List”

5 Click [Save].

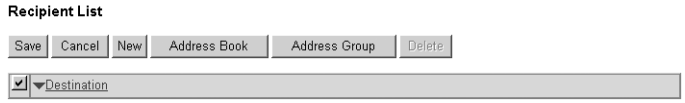


The destination setting is saved.

Selecting destination group from address book

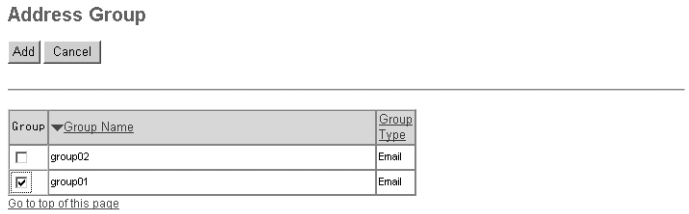
1 Click [To: Destination Setting] or [Cc: Destination Setting] and open the Recipient List page.

2 Click [Address Group].



The Address Group page is displayed.

3 Check the box for a group to which the desired destination belongs.



4 Click [Add].

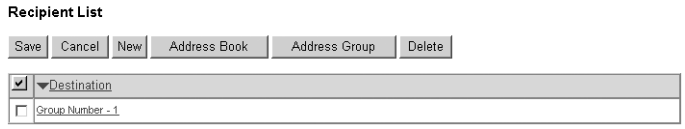
All the destinations belonging to the selected group are added to the Recipient List page.

Note

You can delete a destination added to the Recipient List page before saving the destination setting.

📖 P.122 “Deleting destination from Recipient List”

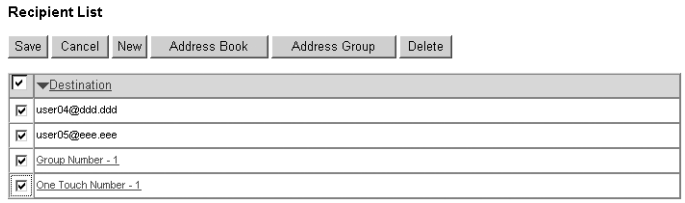
5 Click [Save].



The destination setting is saved.

Deleting destination from Recipient List

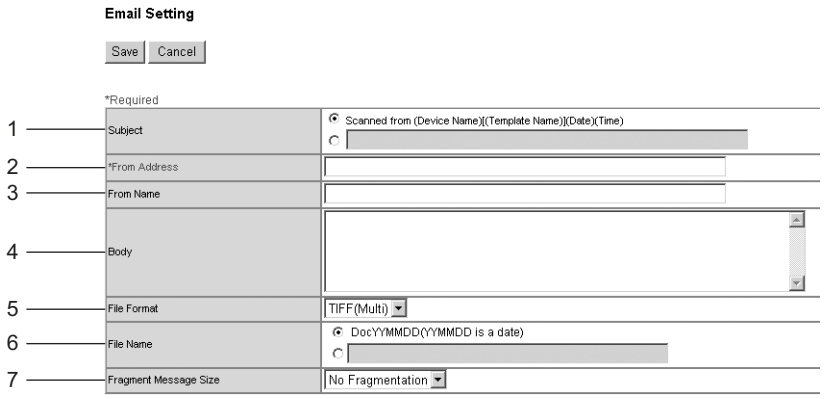
1 Check the box for a destination that you want to delete from the Recipient List, and then click [Delete].



The selected destination is deleted from the Recipient List.

Email Setting (Public Template)

In the Email Setting page, you can specify the properties of Emails.



1) Subject
Specify the subject of the Email. "Scanned from (Device Name) [(Template Name)] (Date) (Time)" is selected by default, or enter the desired subject in a field under this.

2) From Address
Enter the Email address of the sender. When the recipient (destination) is responding to the Email sent from this equipment using a template, it is automatically sent back to the Email.

3) From Name
Enter the sender's name.

4) Body
Enter the main body of the Email. Up to 1,000 letters (including spaces) can be entered. When a template is used, a main body entered in this field will be applied to the Email.

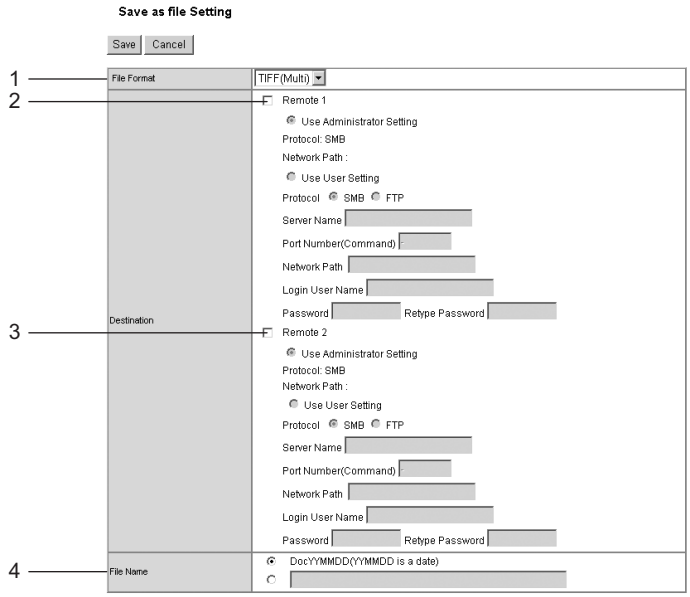
5) File Format
Select the file format of scanned images to be sent as Emails.
- **PDF :** Select this to attach scanned images to Email as a PDF file.
- **TIFF (Multi):** Select this to attach scanned images to Email as a Multi-page TIFF file.

6) File Name
Specify the file name to be used as a default setting. "DocYYMMDD (YYMMDD is a date)" is selected by default, or enter the desired name in the field under this.

7) Fragment Message Size
Select the fragment size of the message. If an Email is split into fragments and sent, they will be reconstructed into one upon reception.

Save As File Setting (Public Template)

In the Save as file Setting page, you can specify how and where the scanned images are saved.



1) File Format

Select the file format of scanned images to be saved.

- **PDF :** The scanned image is saved as a PDF file.
- **TIFF (Multi):** The scanned image is saved as a multi-page TIFF file.
- **TIFF (Single):** The scanned image is saved as a single-page TIFF file.

2) Destination - Remote 1:

Check this box to save a scan file into a network folder.

First, confirm how the administrator has set "Remote 1" in the Save as file submenu of the Setup menu. If the administrator has set this to use a network folder that he or she had specified, only "Use Administrator Setting" is selectable. In this case, a protocol for saving files and the network path of the network folder are displayed under this field.

Protocol

Select a protocol to use for forwarding a scan file to the network folder.

- **SMB :**Select this to use an SMB protocol.
- **FTP :** Select this to forward a scan file to an FTP server.

Server Name

If "FTP" is selected above, enter the FTP server name or an IP address to which the scan file is forwarded. For example, if the scan file is forwarded to the FTP folder "ftp://192.168.1.1/user/scanned" of an FTP server, key in "192.168.1.1" in this field.

Port Number (Command)

If "FTP is selected above, key in a port number used for command execution in this field. Usually you can leave it "-", which is set by default. If it is "-", a port number (default), which is specified in the FTP Client of the Network submenu page, is applied. If you want to specify a different port number, change this field.

Network Path
If you select SMB as the protocol, enter the network path to the network folder. For example, to specify the "\\192.168.1.1\user\scanned" folder, enter "\\192.168.1.1\user\scanned".
If "FTP" is selected above, enter the specified directory of an FTP server. For example, if you specify a folder "ftp://192.168.1.1/user/scanned" in the FTP server, enter "user/scanned" in this field.

Login User Name
Enter a login user name to access an SMB server or an FTP server. If no login user name is entered in this field while "FTP" is selected above, it will be treated as an anonymous login.

Password
Enter a password to access an SMB server or an FTP server.

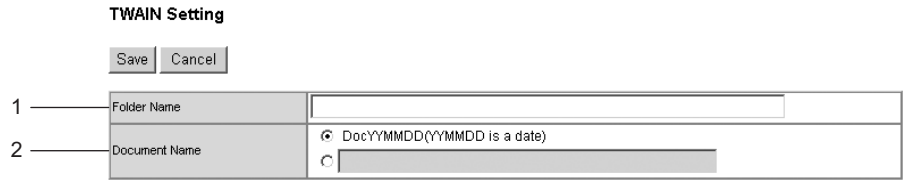
Retype password
Retype the password entered in the Password field above for confirmation.

3) **Destination - Remote 2**
Check this box to save a scan file into a network folder.
First, confirm how the administrator has set "Remote 2" in the Save as file submenu of the Setup menu. Items to specify are the same as those for Remote 1.
If the administrator has set this to use a network folder that he or she had specified, only "Use Administrator Setting" is selectable. In this case, a protocol for saving files and the network path of the network folder are displayed under this field.
Remote 1 is selected by default. To select Remote 2, first deselect Remote 1.

4) **File Name**
Specify how to name a scan file. "DocYYMMDD (YYMMDD is a date)" is selected by default, or enter the desired name in the field under this.
This file name will be applied to all Scan to File Jobs using this template and cannot be changed on each Scan to File job.

TWAIN Setting

In the TWAIN setting page, you can specify a folder to which a scan file is to be saved.

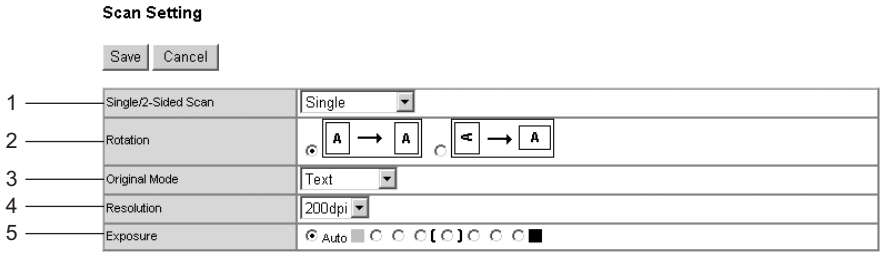


1) **Folder Name**
Enter a folder name to which a scan file is to be saved. If no folder exists, a folder with the name entered in this field will be created and saved automatically.

2) **Document Name**
Specify how to name a scan file. "DocYYMMDD (YYMMDD is a date)" is selected by default, or enter the desired name in the field under this.
This file name will be applied to all Emails, and it cannot be changed for each Email.

Scan Setting

In the Scan Setting page, you can specify how originals are scanned when the Scan agents are selected.



1) Single/2-Sided Scan

Select whether only one side or both sides of the original are to be scanned.

- **Single:** Only one side of the original is scanned.
- **Duplex Book:** Both sides of the original are scanned in a booklet form.
- **Duplex Tablet:** Both sides of the original are scanned in a tablet form.

Note

To enable the 2-sided Scan function, the Reversing Automatic Document Feeder (optional) is required.

2) Rotation

Select how the scanned image is rotated.

3) Original Mode

Select the image quality mode of the original.

- **Text:** Select this to use the Text mode.
- **Text/Photo:** Select this to use the Text/Photo mode.
- **Photo:** Select this to use the Photo mode.

4) Resolution

Specify the resolution level of the scanned image.

5) Exposure

Specify the exposure (density) level of the scanned image.
Select "Auto" to automatically apply the most suitable density level according to the original. If you want to adjust it manually, 7 levels are provided.

Resetting Public Templates

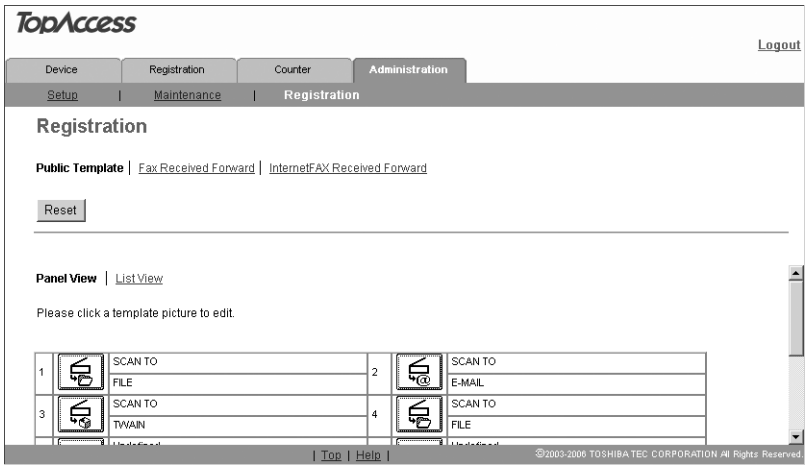
You can reset a template already defined to the undefined one.
You can reset either all templates or only the selected one.
📖 P.127 “Resetting selected public templates”
📖 P.128 “Resetting all public templates in one go”

Resetting selected public templates

1 Select the [Administration] tab, enter the administrator's password and click [Login].

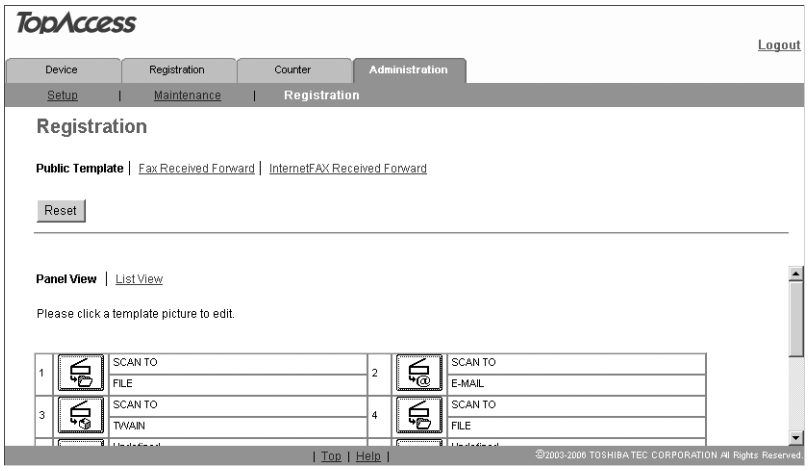
To access the TopAccess administrator mode, see the ***Setup Guide for Printing Functions***.

2 Click the Registration menu and the Public Template submenu.



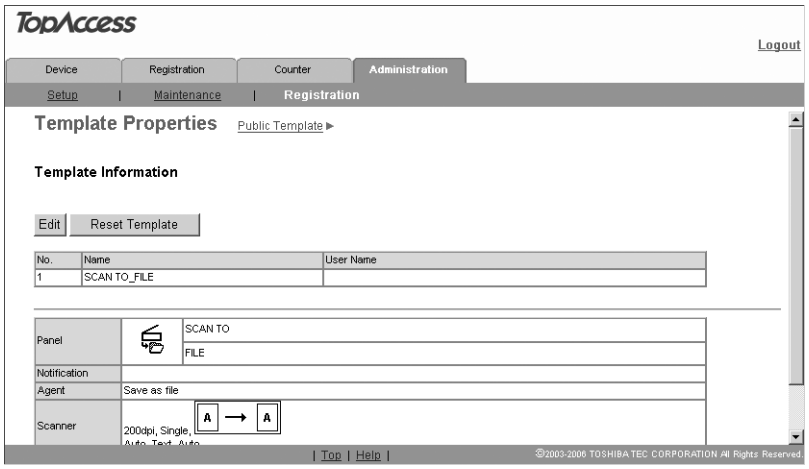
The Public Template submenu page is displayed.

3 Click the Panel View link to display the Panel View, and then click the icon of a defined template that you want to reset.



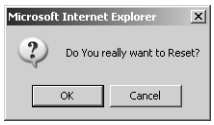
The Template Properties page is displayed.

4 Click [Reset Template].



A confirmation dialog box is displayed.

5 Click [OK].



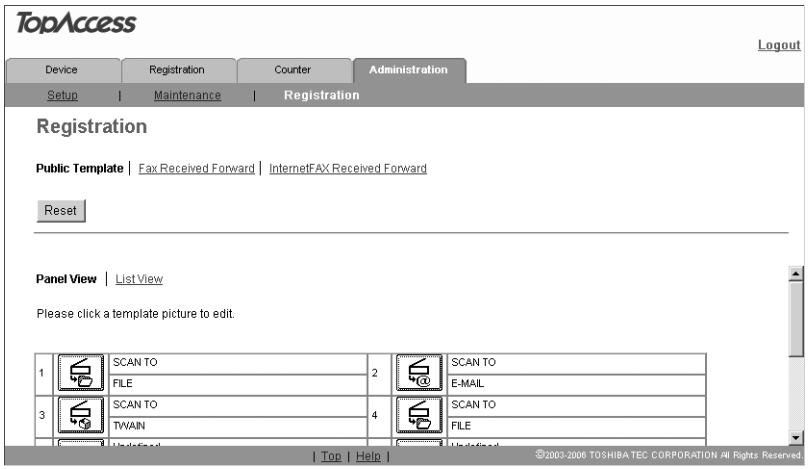
The setting of the selected template is reset and the template is returned to the undefined one.

Resetting all public templates in one go

1 Select the [Administration] tab, enter the administrator's password and click [Login].

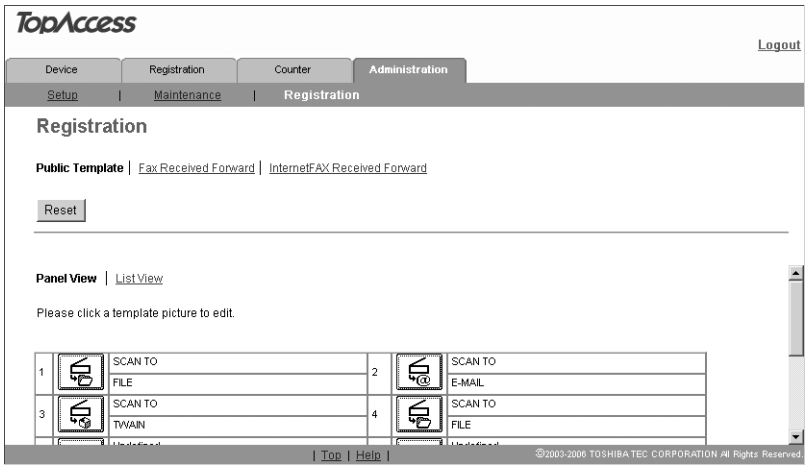
To access the TopAccess administrator mode, see the ***Setup Guide for Printing Functions***.

2 Click the Registration menu and the Public Template submenu.



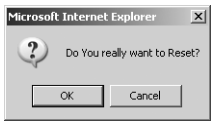
The Public Template submenu page is displayed.

3 Click [Reset].



A confirmation dialog box is displayed.

4 Click [OK].



All the public templates are reset.

Registering Fax and InternetFax Received Forward

The Fax Received Forward function and the InternetFax Received Forward function allow you to forward the received Faxes or InternetFaxes to the specified destinations. In these functions, you can forward all Faxes or InternetFaxes received by this equipment.

The received Faxes or InternetFaxes can be forwarded to the following destinations:
Network folders
Email addresses

Notes

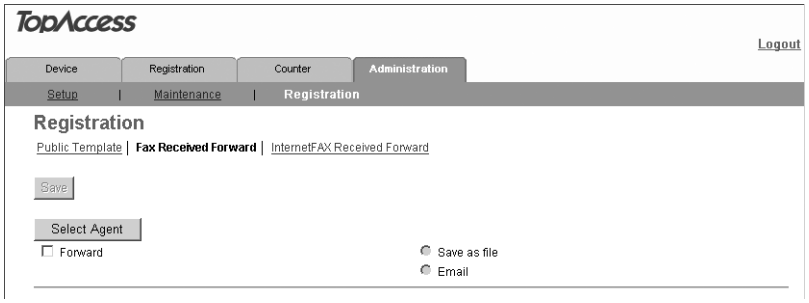
- The Fax Received Forward function and the InternetFax Received Forward function are available only when the Fax Kit (optional) is installed.
- If the Inbound FAX routing by TSI is set up, this function is given priority. The Fax Received Forward function and the InternetFax Received Forward function are operated only when Faxes are received from Fax numbers which are not registered in the Inbound FAX routing by TSI.

Registering Fax Received Forward

1 Select the [Administration] tab, enter the administrator's password and click [Login].

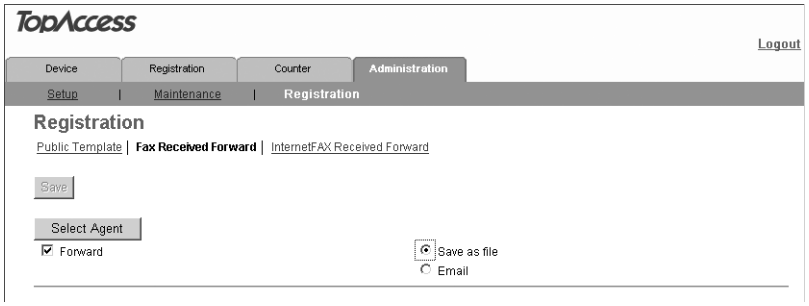
To access the TopAccess administrator mode, see the ***Setup Guide for Printing Functions***.

2 Click the Registration menu and the Fax Received Forward sub-menu.



The Fax Received Forward submenu page is displayed.

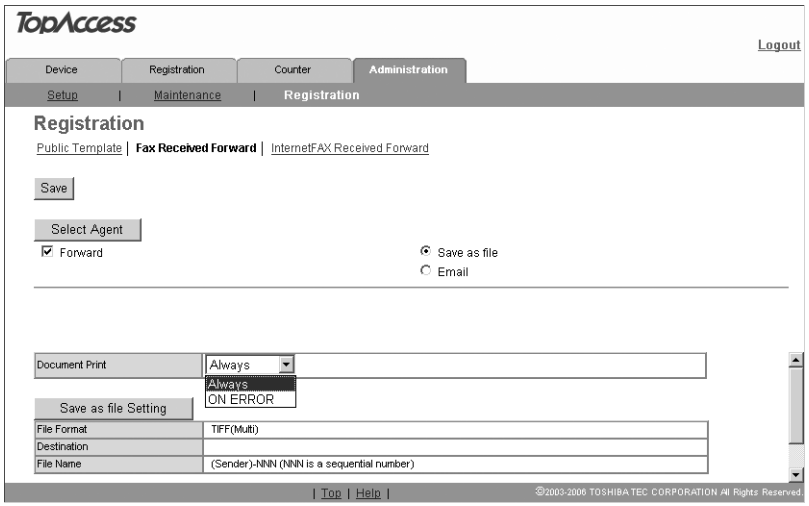
3 Check the "Forward" checkbox. Then select the desired agents and click [Select Agent].



Save As File: Select this to forward the received Faxes or InternetFaxes to a Network folder.

Email: Select this to forward the received Faxes or InternetFaxes to an Email address.

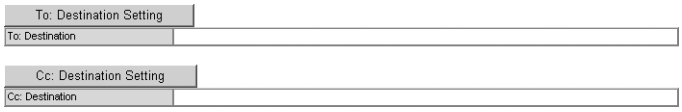
4 Select whether the received document is printed out or not in the Document Print drop down box.



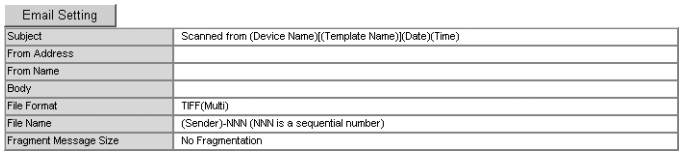
Always: Select this always to print out the received document.
ON ERROR: Select this to printout the received document only when an error occurred.

5 Click the button of each item to configure or edit the properties of the Fax/InternetFax Received Forward.

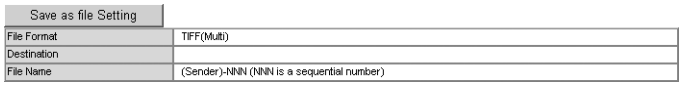
[Destination Setting]: Click this to specify the destinations of the document to be forwarded.
P.132 “Destination Setting (Fax/InternetFax Received Forward)”



[Email Setting]: Click this to specify the method to forward the document as an Email. when registering Email agents.
P.135 “Email Setting (Fax/InternetFax Received Forward)”



[Save As File Setting]: Click this to specify the method to save documents in a network folder when registering Save as file agents.
P.136 “Save As File Setting (Fax/InternetFax Received Forward)”



6 After having configured the properties of the Fax/InternetFax Received Forward, click [Save].

The properties of the Fax/InternetFax Received Forward are registered.

Destination Setting (Fax/InternetFax Received Forward)

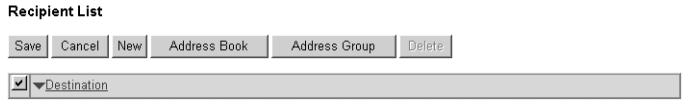
In the Recipient List page, you can specify the destinations to which the received Faxes or InternetFaxes are forwarded. When you are specifying destinations, you can select only Email addresses. (A maximum of 375)
To specify the destinations, enter the Email address of each destination manually or select from the address book by person or by group.

📖 P.132 “Entering destinations manually”
📖 P.133 “Selecting destinations from address book”
📖 P.134 “Selecting destination group from address book”
📖 P.134 “Deleting destination from Recipient List”

Entering destinations manually

1 Click [Destination Setting] to open the Recipient List page.

2 Click [New].



The Contact Property page is displayed.

3 Enter the Email address of the destination in the Destination field.

4 Click [OK].

The entered destination is added to the Recipient List page.

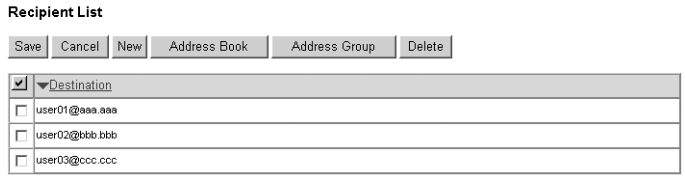
5 To enter more than one destination, repeat steps from 2 to 4.

Tip

You can delete a destination added to the Recipient List page before saving the destination setting.

📖 P.134 “Deleting destination from Recipient List”

6 Click [Save].

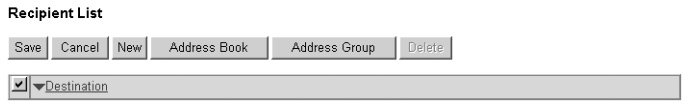


The destination setting is saved.

Selecting destinations from address book

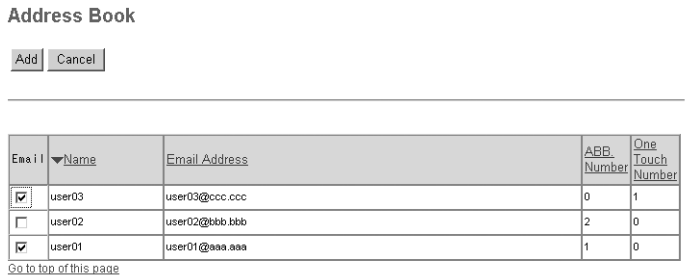
1 Click [Destination Setting] to open the Recipient List page.

2 Click [Address Book].



The Address Book page is displayed.

3 Check the box for the desired destination in the Email field.



4 Click [Add].

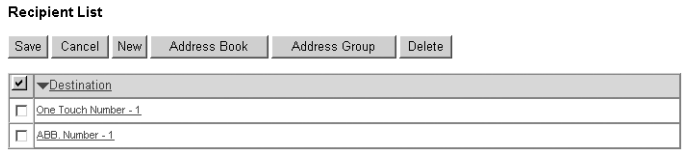
The selected destination is added to the Recipient List page.

Tip

You can delete a destination added to the Recipient List page before saving the destination setting.

P.134 “Deleting destination from Recipient List”

5 Click [Save].

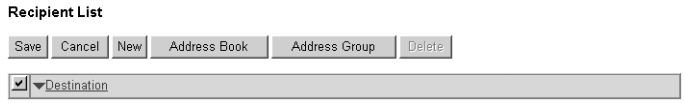


The destination setting is saved.

Selecting destination group from address book

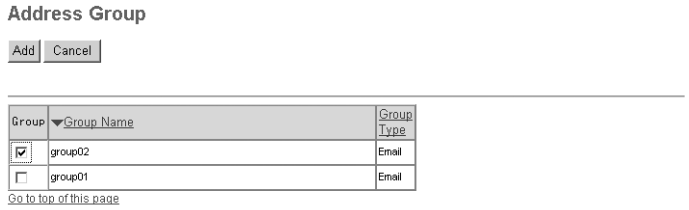
1 Click [Destination Setting] to open the Recipient List page.

2 Click [Address Group].



The Address Group page is displayed.

3 Check the box for a group to which the desired destination belongs.



4 Click [Add].

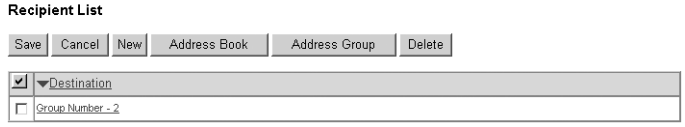
All the destinations belong to the selected group are added to the Recipient List page.

Tip

You can delete a destination added to the Recipient List page before saving the destination setting.

P.134 “Deleting destination from Recipient List”

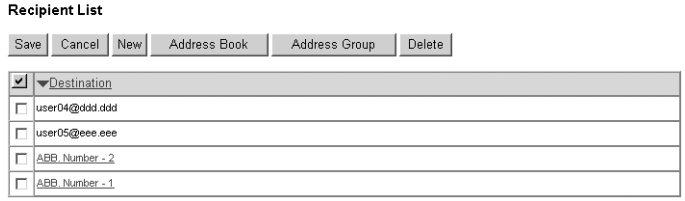
5 Click [Save].



The destination setting is saved.

Deleting destination from Recipient List

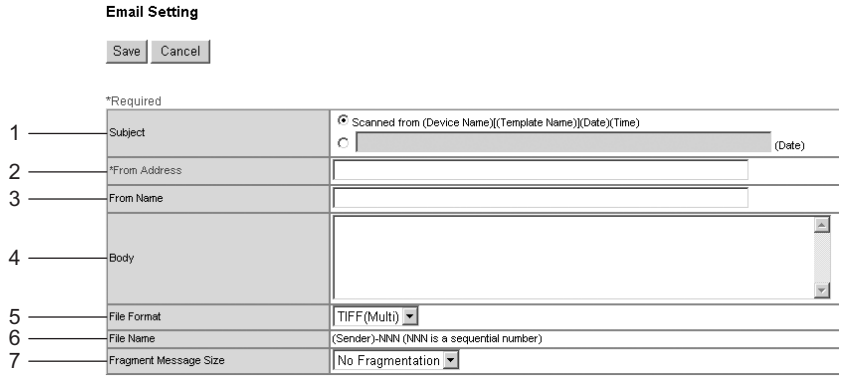
1 Check the box for a destination that you want to delete from the Recipient List, and then click [Delete].



The selected destination is deleted from the Recipient List.

Email Setting (Fax/InternetFax Received Forward)

In the Email Setting page, you can specify the properties of Emails.



1) Subject
Specify the subject of the Email. "Scanned from (Device Name) [(Template Name)] (Date) (Time)" is selected by default, or enter the desired subject in a field under this.

2) From Address
Enter the Email address of the sender. When the recipient (destination) responds to the Email sent from this equipment using the Fax/ InternetFax Received Forward, it is automatically sent back to the Email address entered in this field.

3) From Name
Enter the sender's name.

4) Body
Enter the main body of the Email. Up to 1,000 letters (including spaces) can be entered.

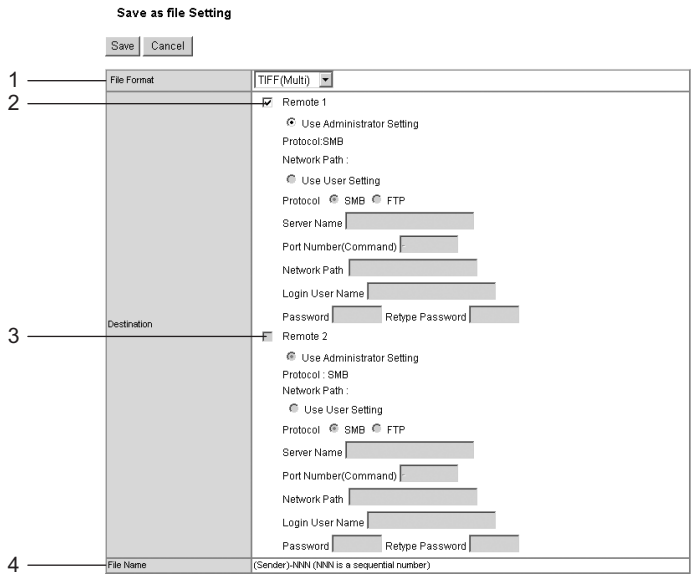
5) File Format
Select the file format of scanned images to be sent as Emails.
- **PDF :** Select this to attach scanned images to Email as a PDF file.
- **TIFF (Multi):** Select this to attach scanned images to Email as a Multi-page TIFF file.

6) File Name
The file name will be automatically "(From Name)-NNN". The letters "-NNN" in the file name are replaced by consecutive numbers starting with "-001". This file name is unchangeable.

7) Fragment Message Size
Select the fragment size of the message. If an Email is split into fragments and sent, they will be reconstructed into one upon the reception.

Save As File Setting (Fax/InternetFax Received Forward)

In the Save as file Setting page, you can specify how and where the scanned images are saved.



1) File Format

Select the file format of scanned images to be saved.

- **PDF :** The scanned image is saved as a PDF file.
- **TIFF (Multi):** The scanned image is saved as a multi-page TIFF file.
- **TIFF (Single):** The scanned image is saved as a single-page TIFF file.

2) Destination - Remote 1:

Check this box to save the received Fax or InternetFax into a network folder.
First, confirm how the administrator has set "Remote 1" in the Save as file submenu of the Setup menu. If the administrator has set this to use a network folder that he or she had specified, only "Use Administrator Setting" is selectable. In this case, a protocol for saving files and the network path of the network folder are displayed under this field.
If the administrator has set this to use any network folder, select "Use User Setting" and specify the destinations to which the received Fax or InternetFax is to be saved by selecting the following items:

Protocol

Select a protocol to use for forwarding the received Fax or InternetFax to the network folder.

- **SMB:** Select this to use an SMB protocol.
- **FTP:** Select this to forward the received Fax or InternetFax to an FTP server.

Server Name

If "FTP" is selected above, enter the FTP server name or an IP address to which the received Fax or InternetFax is forwarded. For example, if a received Fax or InternetFax is forwarded to the FTP folder "ftp://192.168.1.1/user/scanned" of an FTP server, key in "192.168.1.1" in this field.

Port Number (Command)
If "FTP is selected above, key in a port number used for command execution in this field. Usually you can leave it "-", which is set by default. If it is "-", a port number (default), which is specified in the FTP Client of the Network submenu page, is applied. If you want to specify a different port number, change this field.

Network Path
If you select SMB as the protocol, enter the network path to the network folder. For example, to specify the "\\192.168.1.1\user\scanned" folder, enter "\\192.168.1.1\user\scanned".
If "FTP" is selected above, enter the specified directory of an FTP server. For example, if you specify a folder "ftp://192.168.1.1/user/scanned" in the FTP server, enter "user/scanned" in this field.

Login User Name
Enter a login user name to access an SMB server or an FTP server. If no login user name is entered in this field while "FTP" is selected above, it will be treated as an anonymous login.

Password
Enter a password to access an SMB server or an FTP server.

Retype Password
Retype the password entered in the Password field above for confirmation.

3) **Destination - Remote 2**
Check this box to save the received Fax or InternetFax into a network folder.
First, confirm how the administrator has set "Remote 2" in the Save as file submenu of the Setup menu. If the administrator has set this to use a network folder that he or she had specified, only "Use Administrator Setting" is selectable. In this case, a protocol for saving files and the network path of the network folder are displayed under this field. If the administrator has set this to use any network folder, select "Use User Setting" and specify the destinations to which the received Fax or InternetFax is to be saved. Items to specify are the same as those for Remote 1.
Remote 1 is selected by default. To select Remote 2, first deselect Remote 1.

4) **File Name**
The file name will be automatically "(From Name)-NNN". This file name is unchangeable. The letters "-NNN" in the file name are replaced by consecutive numbers starting with "-001".

Note

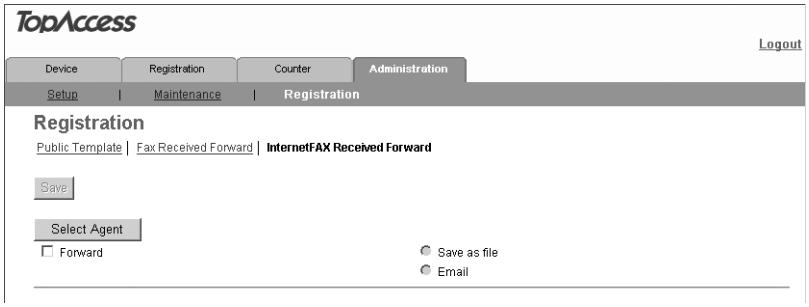
Up to 999 Faxes or InternetFaxes sent from one sender can be saved in one destination. However, if there are over 999, this equipment prints them out instead of saving them.

Registering InternetFax Received Forward

1 Select the [Administration] tab, enter the administrator's password and click [Login].

To access the TopAccess administrator mode, see the ***Setup Guide for Printing Functions***.

2 Click the Registration menu and the InternetFax Received Forward submenu.



The InternetFax Received Forward submenu page is displayed.

Tip

The registration procedures from this step and after for the InternetFax Received Forward and the Fax Received Forward are the same. See the procedure from step 3 of "Registering Fax Received Forward".

P.130 “Registering Fax Received Forward”

11

MANAGING DEPARTMENT CODES ON TopAccess (FOR ADMINISTRATORS)

This chapter describes how to have department codes managed by an administrator.

Managing Department Codes (For Administrators) 140

Managing Department Codes (For Administrators)

On the Department menu page at the Counter tab, by entering the master code, the administrator can display the department list that contains the counter information for each department.

Note

Displaying the department counter is available only when a department code is set by using this equipment.

Tip

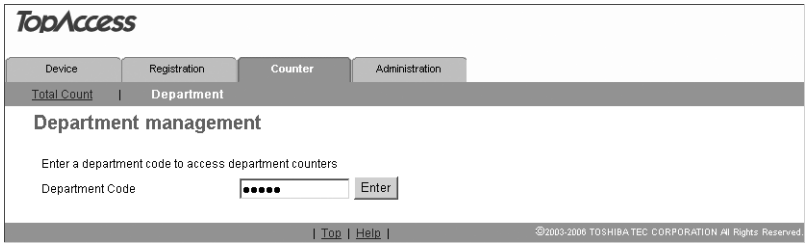
To register or delete the department codes, use the control panel of this equipment. For department code settings in this equipment, see ***Operator's Manual for Copying Functions***.

Displaying the departments list

1 Click the Counters tab and the Department menu.

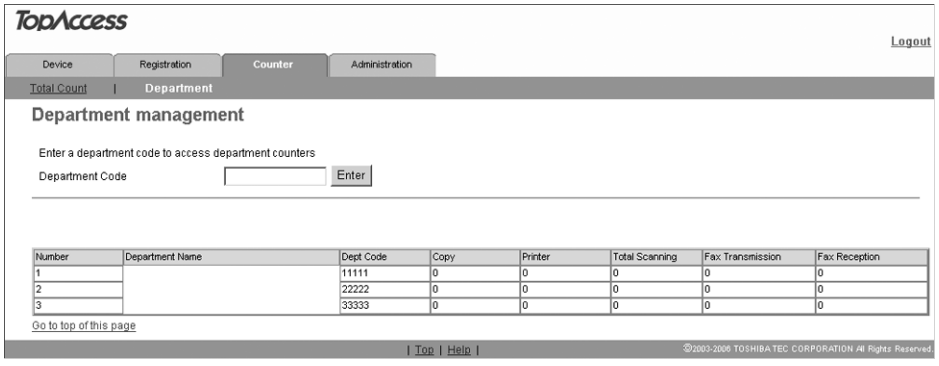
The Department menu page is displayed.

2 Enter the master code in the "Department Code" field and click [Enter].



The Department Management page is displayed.

3 The departments list containing the counter information is displayed.



Tip

You can display the desired department code information by entering that code.

12

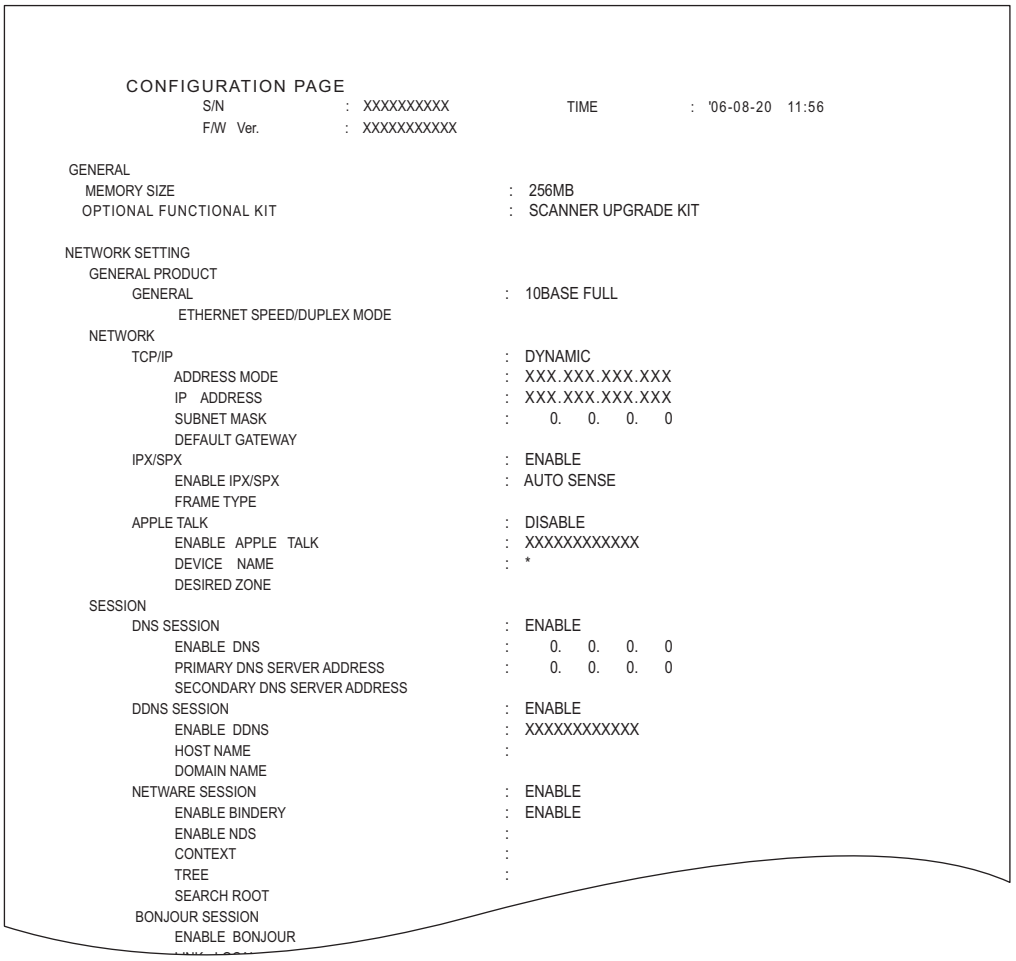
APPENDIX

This chapter has been prepared to give additional information.

List Print Format 142

List Print Format

Configuration Page (Example)

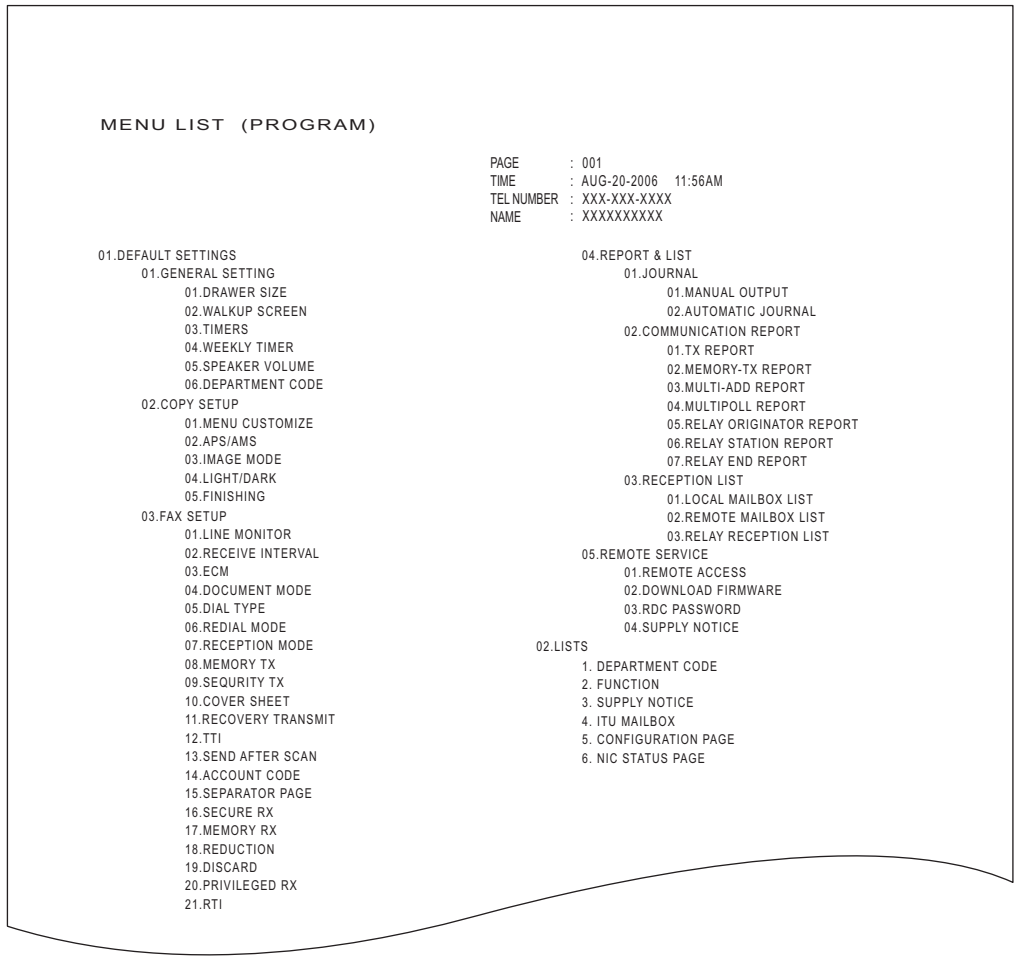


```
CONFIGURATION PAGE
        S/N                 :  XXXXXXXXXX          TIME              :  '06-08-20  11:56
        F/W  Ver.           :  XXXXXXXXXXX

GENERAL
  MEMORY SIZE                                    :  256MB
  OPTIONAL FUNCTIONAL KIT                        :  SCANNER UPGRADE KIT

NETWORK SETTING
  GENERAL PRODUCT
    GENERAL                                      :  10BASE FULL
      ETHERNET SPEED/DUPLEX MODE
  NETWORK
    TCP/IP                                       :  DYNAMIC
      ADDRESS MODE                               :  XXX.XXX.XXX.XXX
      IP  ADDRESS                                :  XXX.XXX.XXX.XXX
      SUBNET MASK                                :     0.    0.    0.    0
      DEFAULT GATEWAY
    IPX/SPX                                      :  ENABLE
      ENABLE IPX/SPX                             :  AUTO SENSE
      FRAME TYPE
    APPLE TALK                                   :  DISABLE
      ENABLE  APPLE  TALK                        :  XXXXXXXXXXXX
      DEVICE  NAME                               :  *
      DESIRED ZONE
  SESSION
    DNS SESSION                                  :  ENABLE
      ENABLE  DNS                                :     0.    0.    0.    0
      PRIMARY DNS SERVER ADDRESS                 :     0.    0.    0.    0
      SECONDARY DNS SERVER ADDRESS
    DDNS SESSION                                 :  ENABLE
      ENABLE  DDNS                               :  XXXXXXXXXXXX
      HOST NAME                                  :
      DOMAIN NAME
    NETWARE SESSION                              :  ENABLE
      ENABLE BINDERY                             :  ENABLE
      ENABLE NDS                                 :
      CONTEXT                                    :
      TREE                                       :
      SEARCH ROOT
    BONJOUR SESSION
      ENABLE  BONJOUR
```

Menu List (Example)



MENU LIST (PROGRAM)

PAGE : 001
TIME : AUG-20-2006 11:56AM
TEL NUMBER : XXX-XXX-XXXX
NAME : XXXXXXXXXX

01.DEFAULT SETTINGS
- 01.GENERAL SETTING
  - 01.DRAWER SIZE
  - 02.WALKUP SCREEN
  - 03.TIMERS
  - 04.WEEKLY TIMER
  - 05.SPEAKER VOLUME
  - 06.DEPARTMENT CODE
- 02.COPY SETUP
  - 01.MENU CUSTOMIZE
  - 02.APS/AMS
  - 03.IMAGE MODE
  - 04.LIGHT/DARK
  - 05.FINISHING
- 03.FAX SETUP
  - 01.LINE MONITOR
  - 02.RECEIVE INTERVAL
  - 03.ECM
  - 04.DOCUMENT MODE
  - 05.DIAL TYPE
  - 06.REDIAL MODE
  - 07.RECEPTION MODE
  - 08.MEMORY TX
  - 09.SEQURITY TX
  - 10.COVER SHEET
  - 11.RECOVERY TRANSMIT
  - 12.TTI
  - 13.SEND AFTER SCAN
  - 14.ACCOUNT CODE
  - 15.SEPARATOR PAGE
  - 16.SECURE RX
  - 17.MEMORY RX
  - 18.REDUCTION
  - 19.DISCARD
  - 20.PRIVILEGED RX
  - 21.RTI
- 04.REPORT & LIST
  - 01.JOURNAL
    - 01.MANUAL OUTPUT
    - 02.AUTOMATIC JOURNAL
  - 02.COMMUNICATION REPORT
    - 01.TX REPORT
    - 02.MEMORY-TX REPORT
    - 03.MULTI-ADD REPORT
    - 04.MULTIPOLL REPORT
    - 05.RELAY ORIGINATOR REPORT
    - 06.RELAY STATION REPORT
    - 07.RELAY END REPORT
  - 03.RECEPTION LIST
    - 01.LOCAL MAILBOX LIST
    - 02.REMOTE MAILBOX LIST
    - 03.RELAY RECEPTION LIST
- 05.REMOTE SERVICE
  - 01.REMOTE ACCESS
  - 02.DOWNLOAD FIRMWARE
  - 03.RDC PASSWORD
  - 04.SUPPLY NOTICE

02.LISTS
- 1. DEPARTMENT CODE
- 2. FUNCTION
- 3. SUPPLY NOTICE
- 4. ITU MAILBOX
- 5. CONFIGURATION PAGE
- 6. NIC STATUS PAGE

Items relating to scanning are printed on the second page of the menu list.

INDEX

Numerics

2nd Fax Number 41

A

ABB Number 41
Account Name 78
Add Address 40
Address Book 51
Address Group 52
Administrator Mode 35
Allow the following network folder to be used as a destination 81
Allow user to select network folder to be used as a destination 82
Always 131
Authentication 76

B

Backup 97
Basic Operations on Each Screen 22
Body 64, 123, 135
Body Strings Transmission 88
Box Number 50
Bulletin Board 49
Bulletin Board mailbox 47

C

Caption 1 119
Caption 2 119
Comment 60
Confidential 49
Confidential Mailbox 47
Configuration Page 30
Contact
- Adding 40
- Deleting 43

CSV file 106

D

Default Body Strings 85, 87
Default Port Number 79
Delayed Transmit 42
Department Code 71, 140
- Displaying Department List 140

Department Counter 71
Destination Setting 49, 51, 59, 61, 118, 120, 132
Document Name 125
Document Print 60

E

Email 57, 58, 117, 131
Email Address 41, 77
Email Error Transfer Address 91
Email Setting 59, 64, 118, 123, 131, 135
Email Settings 84
Enable Email Error Forward 91
Enable OffRamp Gateway 77
Enable Partial Email 91
Enable POP3 Client 78
Enable Print Email Error 90
Enable Print Header 90
Enable Print Message Body 90
Enable SMTP Client 76
Enable SMTP Server 77
End User Mode 34
Export 108, 110
Exposure 126

F

Fax Number 41
Fax Setting 41
File Format 64, 65, 84, 123, 124, 135, 136
File Name 64, 66, 123, 125, 135, 137
Folder Name 125
Forward 49, 58
Forward Mailbox 47, 57
Fragment Message Size 64, 84, 123, 135
Fragment Page Size 87
From Address 64, 84, 87, 123, 135
From Name 64, 84, 87, 123, 135

G

Group
- Adding 44
- Deleting 46
- Editing 44

Group Name 45
Group Number 45
Group Type 45

I

Import 106
Inbound FAX Setting 59, 60
Internet/Fax (Relay) Agent 47
Internet/Fax(Relay) 49
InternetFax Received Forward 130, 138
InternetFax Setting 87
ITU-T 47

L

Line Monitor 42
List Print 142
List View 39
Login Name 76
Login User Name 66, 82, 125, 137

M

MailBox Setting 49, 50

Maintenance
Backup 97
Import 106
Restore 100
Maintenance Functions 94
Managing
Address Book 40
Mailboxes 47
Managing Inbound FAX Routing By TSI 57
Maximum Email / InternetFax Size 77
Maximum Email Body Print 90
MDN Reply 91
Menu List 31

N

Name 41
Network
FTP Client 79
POP3 Network Service 78
SMTP Client 76
SMTP Server 77
Network Path 66, 82, 125, 137
Network Settings 74
Notification 60, 103, 119

O

OffRamp Print 77
OffRamp Security 77
ON ERROR 131
One Touch Number 41, 45
Open Mailbox
Deleting 55
Setting up 48
Original Mode 126

P

Panel Setting 119
Panel View 38
Partial Wait Time 91
Password 50, 66, 76, 78, 82, 125, 137
Picture 119
POP Before SMTP 76
POP3 Server Address 78
Port Number 77, 78
Port Number (Command) 65, 82, 124, 137
Print Service
Email Print 90
Print Service Settings 89
Protocol 65, 81, 124, 136
Public Templates 38
PWD 42

Q

Quality Transmit 42

R

Registering Fax Received Forward 130
Registration 114
Fax Received Forward 130
InternetFax Received Forward 138
Public Template 115
Relay End Terminal Report 49, 54
Remote 1 ..... 65, 81, 124, 136
Remote 2 ..... 66, 81, 125, 137
Resetting Public Templates 127
Resolution 126
Restore 100
Retype Password 66, 82, 137
Rotation 126

S

Save As File 58, 117, 130
Save As File Agent 57
Save As File Setting
..... 59, 65, 118, 124, 131, 136
Save As File Settings 80
Scan 117
Scan Rate 78
Scan Setting 118, 126
Screen
Digit Entry Screen 21
Error Message Screen 21
Menu Selection Screen 21
Mode Main Screens 20
Ready Screen 20
Screens 20
Select 95
SEP 42
Server Name 65, 81, 124, 136
Setup 74
Email Settings 83
InternetFax Settings 86
Network 74
Print Service 89
Save As File 80
Version 92
Single/2-Sided Scan 126
SMTP Server Address 76
SUB 42
Subject 64, 123, 135
Switching Languages 95

T

Template 38
Templates 28
The mode of TopAccess 34
To Print Lists 30
TopAccess 17
Total Counter 70
Transmission Report 42

TSI Number 60
TWAIN 117
TWAIN Setting 118, 125
Type POP3 Login 78

U

User Name 60, 119

MULTIFUNCTIONAL DIGITAL SYSTEMS

Setup Guide for Scanning Functions

e-STUDIO165/205

TOSHIBA TEC CORPORATION

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